

MINUTES OF THE FIVE HUNDRED NINTY SIXTH
MEETING OF THE BOARD OF TRUSTEES
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

Via Microsoft Teams Meeting
and in the Board of Trustees Room
Z-203, La-Z-Boy Center
6:00 p.m., October 26, 2020

This meeting was conducted via Microsoft Teams

Present: Florence M. Buchanan, Lynette M. Dowler, Steve Hill, Krista K. Lambrix, Aaron N. Mason, and Mary Kay Thayer

Not Present: William T. Bruck

Also Present: Ijaz Ahmed, Cameron Albring, Scott Behrens, Matthew Bird-Meyer, Jack Burns Jr., Susan Byrnes, Parmeshwar Coomar, Kevin Cooper, Valerie Culler, Cajetan D’Cunha, Rachel Eagle, AJ Fischer, Charles Friedline, Linda Hawley, Mark Hall, Kelly Heinzerling, Rick Hubbert, Erika Hunt, Glori Jonkman, Laurel Johnston, Annette Kiebler, Barry Kinsey, Paul Knollman, Jack Larmor, Brian Lay, Rachel Lehr, Denise Lindemann, Kimberly Lindquist, Laura Manley, Linda Marsh, Joshua Myers, Christina Payne, Tina Pillarelli, Angela Prush, Kojo Quartey (on campus) Anthony Quinn, Ryan Rafko, Jim Ross, Lisa Schendel, Carley Stranyak, Linda Torbet (on-campus), Matt Vanisacker (Monroe County BDC), Joe Verkennes, Tracy Vogt, Suzanne Wetzler (on-campus), Quri Wygonik, John Wyrabkiewicz, Grace Yackee, Jason Young, and Penny Dorcey (recording secretary)

1. Chair Dowler called the meeting at 6:00 p.m. and took attendance as follows:

Present: Aaron N. Mason – Monroe Charter Township, MI; Florence M. Buchanan - Monroe Charter Township; MI, Steven Hill, Dundee, MI; Krista K. Lambrix - Monroe, MI; Mary Kay Thayer - Lambertville MI; Lynette Dowler – Newport, MI

Not Present: William T. Bruck

2. There were no delegations present.

B. 2. a. (1) 3. *It was moved by Mr. Mason and supported by Ms. Thayer, that the following items on the consent agenda be approved as presented*

B. 2. a. (1) Approval of the June 1, 2020 special meeting minutes and the September 28, 2020 regular meeting minutes.

B. 2. a. (2) Authorization for the President to Execute an Administrative Contract - Behrens

B. 2. a. (3) Authorization for President to Execute a Continuing Faculty Contract – A. Prush

B. 2. a. (4) Authorization for President to Execute a Continuing Faculty Contract – Snyder

B. 2. a. (5) Authorization for President to Execute a Continuing Faculty Contract – Wozniak

A roll call vote was taken as follows.

Yes [6] Steven Hill, Krista K. Lambrix, Florence M. Buchanan, Aaron N. Mason, Mary Kay Thayer, Lynette M. Dowler

No [0] None

The motion carried.

4. New Business

4. Chair Dowler took a moment to recognize Dr. Valerie Culler, Director of Financial Aid, on behalf of Monroe County Community College Board of Trustees and President Quarthey, for her phenomenal service as the Interim Vice President of Enrollment Management and Student Success during the search for a new vice president and in the middle of a pandemic. Ms. Dowler added that Dr. Culler has been doing an absolutely amazing job, particularly in the midst of COVID as the College navigates enrollment and reaches out to the students in the county and beyond. Ms. Dowler expressed her appreciation on behalf of the Trustees for all that Dr. Culler has done. Penny Dorcey, Executive Assistant to the President/Secretary to the Board of Trustees, will deliver a hard copy of the certificate of recognition to Dr. Culler later this week.

President Quarthey remarked that Dr. Culler has done a yeoman's job during her time as the interim vice president, was essentially "baptized by fire." She was initially placed in the position for two weeks. Then COVID came along further adding to the scope of her job. He thanked Dr. Culler for her service. Earlier today, President Quarthey and his Cabinet had an appreciation lunch for Dr. Culler in the Board Room.

Dr. Culler remarked that she could not have done the job without the help of a team of many amazing people and much support over the last several months. She thanked those who helped her shoulder the work.

- B. 4. a. (1) 5. *It was moved by Ms. Thayer and supported by Ms. Lambrix that the Five-Year Capital Outlay Plan be approved as presented.*

Chair Dowler noted that the 5-Year Capital Outlay Plan was forwarded to the Board for review this past Friday. Suzanne Wetzel, Vice President of Administration/Treasurer, reminded the Trustees that the approval of the capital outlay plan is a routine matter. The State requires the College to revise the plan throughout the year but it must be formally approved by the Trustees. Often, it is just an update of the material inside. The approved plan is due by the October 30th certification deadline. This plan covers FY22-26. Usually, this is where the College indicates its top project for potential State Capital Outlay funding; however, the State Budget Office informed all colleges that they will not be accepting any major project request for the FY20-22, due to the challenges the State is experiencing because of the pandemic. Ms. Wetzel pointed out that while the College is not allowed to formally submit a capital outlay request via the State SYGMA system, she did include the renovation and expansion to the Gerald Welch Health Education Building in the back of the document, as she did not want the Board to lose sight of the fact that the project still remains the College's top priority should funding become available.

Trustee Mary Kay Thayer noted that she and President Quartey were recently at the Michigan Community College Association (MCCA) Board of Directors meeting where the State announced there will be no capital outlay money this year; however they are also not looking at reductions. Ms. Wetzel added that the State told the business officers that if their respective College has been approved already and have paid their \$100, those projects will proceed, but the state is not accepting any new projects.

Ms. Wetzel went on to point out a couple of things in the document. Page 11, includes a summary of the parking lot capacities, while page 15 includes a list of all of the Maintenance and Improvement Millage projects that are completed or in process. Page 16 contains a chart that shows the square footage of each building, the year it was built, and its replacement value. These are just a few of the useful summaries available to the Board that are in 5-Year Capital Outlay Plan document. The complete document is posted on the College website a <https://www.monroeccc.edu/sites/default/files/finance/5Year%20Master%20Plan%20-%20October%202020.pdf>.

A roll call vote was taken as follows.

Yes [6] Steven Hill, Krista K. Lambrix, Florence M. Buchanan, Aaron N. Mason, Mary Kay Thayer, Lynette M. Dowler

No [0] None

The motion carried.

- B. 4. a. (2) 6. *It was moved by Ms. Lambrix and supported by Mr. Hill 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 Terms Expiring December 31, 2020

*Renée Darrow
Jean Guyor
Annette Johnson
Marjorie Kreps
Carol Lenox-Carlton
James Petrangelo
Richard Sieb.*

A roll call vote was taken as follows.

Yes [6] Steven Hill, Krista K. Lambrix, Florence M. Buchanan, Aaron N. Mason, Mary Kay Thayer, Lynette M. Dowler

No [0] None

The motion carried.

- B. 4. a. (3) 7. *It was moved by Mr. Mason and supported by Ms. Buchanan that the Board*

approve Policy 4.01, College Calendar, as presented.

A roll call vote was taken as follows.

Yes [6] Steven Hill, Krista K. Lambrix, Florence M. Buchanan, Aaron N. Mason, Mary Kay Thayer, Lynette M. Dowler

No [0] None

The motion carried.

- B. 4. a. (3) 8. *It was moved by Mr. Hill and supported by Ms. Buchanan that the Board approve Policy 4.01, College Calendar, as presented.*

A roll call vote was taken as follows:

Yes [6] Mary Kay Thayer, Aaron N. Mason, Steven Hill, Florence M. Buchanan, Krista K. Lambrix, Lynette M. Dowler

No [0] None

The motion carried.

- C. 3. a. (1) 9. President Quarthey reported the following administrative contracts, faculty contracts, etc.

1st Year Probationary Administrative Contract

Scott Behrens, Vice President of Enrollment Management and Student Success, effective October 14, 2020 through June 30, 2021 (replacing Randell Daniels)

Dr. Quarthey noted that Dr. Scott Behrens comes to MCCC from Florida. Dr. Behrens state that he is honored to start his new position at MCCC. He also thanked Dr. Culler for her fine work and for being accessible to him and working with him to bring him up to speed so quickly.

Dr. Behrens gave a few highlights of his career in academia. He stated that he is all about student success and doing everything possible increase enrollment and student success and to engage the community and the students. He welcomes ideas from anywhere, especially opportunities for engagement. Dr. Behrens stated that he looks forward to serving the College and that it is a great place. He thanked the Board for giving him the opportunity to be a part of MCCC.

Continuing Faculty Contracts (effective January 2, 2021)

Angela Prush, Director of Clinical Education/Instructor Respiratory Therapy
Michael Snyder, Associate Professor of Political Science
Stephanie Wozniak, Assistant Professor of Early Childhood Education

- C. 3.b. (2) 10. Ms. Dowler explained that this abbreviated award presentation was on the agenda again this month due to the technology complications experienced at the last Board meeting.

Barry Kinsey, Director of Workforce Development, explained that the College acknowledges the importance of its employees and welcomes the opportunity to recognize their extraordinary achievements. Award recipients are recognized based on their commitment, and examples of how they incorporate MCCC's mission, vision and values into their daily work. The Employee Engagement Committee, which consist of Linda Marsh, Human Resources Specialist, Mary Kinsey, AL Perkins Occupational Populations Support Services Counselor; Denise Howe, Administrative Assistant Student Success Center, Joe Verkennes, Director of Marketing Communications, Penny Dorcey, Executive Assistant to the President/Secretary to the Board of Trustees, and Barry Kinsey, Director of Workforce Development, accept nominations for the Enriching Lives Performance Award during each semester to recognize any employee at MCCC. The committee is devoted to honoring the employee whose action create positive change on campus. The committee meets to discuss the merits of each nominee and select the semester recipient. Anyone can nominate an employee they believe has exhibited MCCC's mission and vision through its core values, not limited to their attitude, behavior and overall presence, as well as work to serve the needs of MCCC's students and staff. The nominees for the Summer 2020 semester were Christina Payne, Administrative Assistant to the Director of the Library, Tyra Robertson, Information Systems Support Technician; Thomas Ryder, Campus Community Events/Student Activities Coordinator; and Suzanne Wetzel, Vice President of Administration/Treasurer.

The person being honored tonight was nominated by a co-worker that sees the difference that this individual makes on MCCC's campus each day. Actions that were noted include:

- Students have sought out her guidance and mentorship as they face obstacles and barriers to their education such as: navigating the college landscape, recent setbacks, financial issues such as, inadequate housing, lack of food, childcare, and transportation
- She takes the time to get to know each student. As a result, the students feel comfortable and share things with her that they would not normally share with college employees. Whether they just need words of encouragement or to be pointed in the right direction to access needed resources, she takes an interest in each and every student that graces her door offering solutions to their problems
- She even keeps shelf-ready food for those who are hungry. She has been known to give the students her own lunch or order pizza so that there would be leftovers she could share with students
- She goes above the call of duty. These things are not in her job description and they sometimes take her away from her work, but what she offers the students is priceless; a belief that they can succeed despite the odds
- "In my entire career, I have not seen an employee who deserves the "ENRICHING LIVES PERFORMANCE AWARD" more."

Mr. Kinsey announced, “With that said, I present to you the 2020 Summer Semester Enriching Lives Award recipient Christina “Tina” Payne. Congratulations Tina! We are excited and proud to present this award to you! Thank you for all that you do for MCCC!” Ms. Payne received an award and a certificate. All of the nominees received certificates as well. P. Dorcey help up Ms. Payne’s award and certificate for the Board to view. Ms. Dowler congratulated Ms. Payne and said she and the Trustees were proud of her.

President Quartey offered his congratulations to Ms. Payne. Mr. Kinsey conveyed Ms. Payne’s excitement and appreciation upon learning of her nomination for the award. Ms. Dowler stated that the list of candidates was very powerful and she congratulated all of them. She referred back to the comments about some of the components of what Ms. Payne does every day, and said that it is all about building trust and really caring for our students, and helping them see that they have a success path. She gave Ms. Payne kudos for being “such a role model for the staff.”

Mr. Kinsey noted announced that the committee is accepting nominations for the Fall 2020 semester.

- C. 3. a. (2) 11. The Board received a Statement of General Fund Revenues and Expenses for the period ending September 30, 2020.

Suzanne Wetzel, Vice President of Administration/ Treasurer, reported that auditor’s onsite work basically complete. She commended AJ Fischer, Director of Finances, and Valerie Culler, Director of Financial Aid, and their teams for all of the work they did for the audit. The process is and continues to be very complicated due to the complex reporting required for the CARES Act funding reporting. The audit is usually due to the State by November 15th; however, this year the State has extended the deadline to December 15th. Ms. Wetzel and her team plan to present the audit to the Board at the November meeting. Prior to that time she will contact the Board Audit Committee to set up a meeting between them and the auditors.

Ms. Wetzel also wanted to make the Board aware of an account the College has with First Merchants Bank. The account, which was more than 10 years old, was a Monroe Bank & Trust Account held at the Temperance Branch. The College used to collect money for tuition at the Whitman Center. The account had not been used for years and the College received several default notices over the years due to inactivity. Ms. Wetzel and the finance team decided to add additional money to the account (\$172,000+) and convert it to a \$250,000 CD. Ms. Wetzel explained that the account is now closed at Frist Merchants and a CD is opened at Frist Merchants.

Ms. Wetzel reminded the Board that the finance team is also closely tracking and analyzing the monthly revenues and expenses this year. They hope to give the Board a more comprehensive report at the November meeting to give them an early analysis so that they can decide whether or not to it needs to make a budget adjustment at the first of the year. The complete Statement of General Fund Revenues and Expenses for the period ending September 30, 2020 is part of the permanent Board file and can be obtained through the President’s Office.

- C. 3. a. (3) 12. Dr. Quri Wygonik, Director of Institutional Research, Planning, and

Accreditation, stated that the Trustees should have received a copy of the 2020 Fall Student Profile in their Board packet. The report is in a new format (an infographic). Dr. Wygonik welcomes feedback from the Board, other students, and end users about this new approach to representing the data, especially as they try to move to a data higher literacy culture, as these types of infographics are usually easier to interpret. Moving forward, she and Mr. Rafko, Director of Admissions, will combine the student profile report and the enrollment report into a single report annually. Dr. Wygonik reported that gender at MCCC gender continues to be predominantly female in population, although female enrollment is a slight decrease in the demographic for older students. This is likely due to an increase in dual enrollment students. The mean age is 22 years with 62.7 percent (+2.3 percent) of student students under 21 years of age. There has been a slight decrease in students 22 years and older. This can be attributed to an increase in dual enrolled students.

Dr. Wygonik provided a count of enrollment by key groups. Currently, MCCC has 558 First Time in Any College (FITIAC) students (down by 45 students from fall 2019 or 7.5 percent decrease) There are 98 transfer students (down 3 students from fall 2019, or 3 percent decrease). Currently enrolled students (retained students) show the greatest representation of the student body (students who were retained from semester to semester) with a count of 1398 (down 236 students from the winter 2020 semester, or -14 percent). The greatest drivers of MCCC's overall percent decrease in enrollment are currently enrolled students. The next biggest driver of percent decrease in enrollment are re-enrolled students, at 258 students (down 34 students from fall 2019, or -12 percent).

Dr. Wygonik explained that credit status is now also broken down by gender. These numbers represent degree-seeking students, excluding dual enrolled students at MCCC. Females still comprise the largest population of full-time students at 24.3 percent, while males comprise 23.3 percent (down -3.2 percent from fall 2019). Females also comprise the largest population of part-time student at 38.2 percent as compared to 14.1 percent of males (down -1.8 percent from fall 2019).

Dr. Wygonik pointed out that when looking at race and ethnicity, MCCC continues to be predominantly Caucasian at 77.1 percent, Hispanic/Latino making up 3.1 percent, African American, 2.7 percent, Asian, 0.7 percent, and American Indian/Alaska Native 0.4 percent. Dr. Wygonik noted that there is a 9 percent increase in students choosing not to disclose their ethnicity.

Dr. Wygonik went on to report that residency continues to be mostly in-district (about 88 percent). Out-of-district students comprise 10.2 percent of the student population and out-of-state students make up 2 percent of the student population. MCCC has increased its dual enrollment population by three percent from fall 2019 to 2020, which is driving the mean age down. MCCC's dual enrolled population now sits at 28, up 3.1 percent from fall 2019.

Chair Dowler stated that she would be interested in seeing the race/ethnicity demographic in the county as it compares to enrollment. Trustee Mason asked that the data also be weighted by percentage of ethnicity by county as well, if possible. Dr. Wygonik will get the comparison to Dr. Quartey for the Trustees. Dr. Quartey noted that the Strategic Planning Task Force is working on a diversity, equity, and inclusion plan. There will be a task force charged with that responsibility. The Board

approved an anti-racism statement a few months ago, racism. That statement now needs to be followed by action. President Quartey also added that Ms. Wetzel and a group of individuals working on diversity, equity and inclusion space on the campus as well. Dr. Wygonik noted that the College has some work to do to help make students feel more comfortable to self-identify in both race/ethnicity and in gender.

Ms. Wygonik reported on the Fall 2020 enrollment by Monroe County High School Graduates. The College has lost about 100 enrollments from these high schools. Enrollment stayed consistent for Airport and St. Mary's Catholic Central high schools. The College experienced decreases in enrollment from Jefferson, Mason, Monroe, and Whiteford high schools; however. There were increases in enrollment for graduates from There were increases for Bedford (1 percent), Dundee 3 percent), Ida (3 percent), and Summerfield (15 percent) high schools. The Summerfield number represents about 40 percent of their total 2020 high school graduates. The percent of class former or current MCCC student shows where the college gained or lost enrollments, but that loss can be partially attributed to how many of those students were formerly dual enrolled. Dr. Quartey remarked that the Summerfield High School numbers are impressive. He feels this may be because one of MCCC's student success coaches, Jenny Schyllander, comes Summerfield High School, where she was an academic counselor. Relationships are an integral part of student retention.

Dr. Wygonik presented information on the fall 2020 cities from which 10 or more students come. There are increases in some cities and decreases in others. As expected, most of MCCC's students are from in-district.

Dr. Wygonik moved on to the enrollment occupational transfer split, which is about 60/40. Of the occupational programming, Health Sciences (42.7 percent) with the bulk of enrollments, followed by Business (27.9 percent), then Applied Science and Engineering Technology (17.2 percent), then Humanities and Social Sciences (8.2 percent) and finally Science/Mathematics (3.9 percent). Science and Mathematics only offers one occupational program, Early Childhood Education, which is now accredited and should draw more students in the future.

Dr. Wygonik pointed out that the bulk of MCCC students are transfer students. (60/40). Majority of Fall 2020 enrollment comes from dual enrolled students (648 students), followed by Associate of Science (640), post graduate enrollment (45), Liberal arts (31) guest enrollment (23, associate of arts (6), pre-biology (1), pre-business administration (1), and pre-secondary education, (1).

Dr. Wygonik pointed the Trustees to a descending chart of occupational programs. The greatest enrollments in the Business area in Business management, Accounting, and Cybersecurity. The Highest enrollments in the Health Sciences area include Liberal Arts – Pre-Nursing, Nursing, and Respiratory Therapy. The highest enrollments in the Humanities and Social Sciences areas include the Criminal Justice Program and the Associate of fine Arts (AFA). In the area of Applied Science and Engineering Technology, the greatest enrollments are in Welding Technology, Mechanical Engineering Technology, General Technology, Mechanical Design Technology, Nuclear Engineering Technology and the Associate of Applied Science (ASET). Finally, the only opportunity for an occupational program in the Science mathematics are is in Early Childhood Education.

Dr. Quartey noted that there are quite a few students who are on the apprentice track and who are not captured in the above report. Parmeshwar Coomar, Dean of the ASET Division, explained that the apprentices do not have their own designation. Dr. Grace Yackee added that the issue this past winter and in the current semester is that apprentices have been restricted from attending blended or online classes due to COVID, so there have been some challenges with this group. She is hopeful that the college will be able to reclaim most of these students in the winter 2021 semester; however, it could take as long as the following fall.

Dr. Wygonik credited Douglas Richter, Graphic Designer, with the visual representation of her documents saying that he is very talented. These documents are part of the permanent Board file and can be obtained from the President's Office.

13. Christina Payne, recipient of the Enriching Lives Award, who was delayed earlier due to a previous appointment, was able to join the meeting. Chair Dowler said that she and the Trustees were very proud of Ms. Payne and honored to have her at MCCC. She stated that as Mr. Kinsey was reading the award presentation, she thought about the many things that go on in the background on campus that are not seen when one walks through the door. She said to Ms. Payne, "Everybody needs somebody like you in their life. We appreciate you, honor you and, value you...Congratulations on your award."

Ms. Payne remarked that she feels very honored and humbled to be chosen for this award because I just come to work and do my job. She loves students and worked in the public system for 20 years and so, knows many students. She is glad to be a part of the Monroe County Community College. Dr. Quartey explained the Ms. Payne came to MCCC from the Monroe Middle School.

- C. 3. b. (1) 14. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey said that the Board received a copy of the President's report this past Friday. As we prepare for winter semester registration, and as COVID-19 cases begin to rise again in Michigan, our intention is not to change the current model and offer approximately 70% of classes remotely. Experts are already predicting a second wave and flu season is coming.

President Quartey welcomed Dr. Scott Behrens, the new Vice President of Enrollment Management and Student Success, and once again offered his thanks to Dr. Valerie Culler, Director of Financial Aid, for serving as the interim vice president if this position over the past several months.

President Quartey continues to campaign for the millage and expressed his need for help, as voters go to the polls in just eight days. The millage is endorsed or supported by a majority of municipalities, most politicians, and numerous organizations, including both political parties, the City, Monroe charter Township, and the County Commissioners.

Dr. Quartey reported that the College held two "Meet the Candidates" forums and three nights of political forums. These events were held virtually via Zoom. He

thanked the faculty, staff, students and community members who were involved in these efforts: Matt Bird-Meyer, Professor of Humanities; Melissa Grey, Assistant Professor of Psychology; Jenna Bazzell, Assistant Professor of English; Daniel Wood, Assistant Professor of Criminal Justice; Michael Snyder, Assistant Professor of Political Science, Thomas Ryder, Campus and Community Events/Student Activities Coordinator; Penny Dorsey, Executive Assistant to the President/Secretary to the Board of Trustees; Darby Klemz (student); Amber Wilson (student); and Cole Younglove (student), and Michele Paled (Monroe County Radio).

Recruitment continues for “*Futures for Frontliners*”, free college for frontline workers. The State vets the applicants, and there are currently 700 applicants in the pool. MCCC employees need to brainstorm on ways to get people to take advantage of this free education? Work continues on the strategic plan. President Quartey thanked team leaders, Quri Wygonik, Director Institutional Research, Planning & Accreditation; Kimberly Lindquist, Dean of Health Sciences; and Joe Verkennes, Director of Marketing and Communications. Mr. Verkennes reported that the task force is now working on tactics. There are still a few areas that need attention, such as diversity. The College’s *Honest Conversations about Race* series continues. There have been six conversations to date. Trustee Buchanan is pulling together an action plan so that the group can apply for a grant for CREED.

President Quartey sent the Board a list of legislative initiatives to follow. One of note is the regards the BSN nursing. Trustee Thayer and President Quartey attended a virtual Board of Directors meeting with the Michigan Community College Association (MCCA) this past Friday. Within MCCA, there are some institutions that are complaining about the dues they are paying, so the MCCA is reviewing the dues structure. Trustee Thayer reminded them that there are 28 community colleges in this organization. Dr. Quartey reminded them that when MCCC needed them to help keep its dollars from going across border to Ohio, they were not there for us. MCCC lost a lot of students due to the poor legislation that was passed regard cross border dual enrollment. MCCA did nothing to help, but then our local legislators supported the program as well.

The MCCC Maker space continues to produce personal protection equipment at the institution.

- C. 3. b. (2) 15. This item was addressed earlier in the agenda.
- C. 3. b. (3) 16. Dr. Grace Yackee, Vice President of Instruction, gave the gave the Board an update on the Fall 2020 and Winter 2021 semesters. Dr. Yackee gave a brief overview of the modalities of the fall 2020 semester offerings. Online classes are those classes that are offered 100 percent online (70 percent). These are asynchronous classes, so students are not required to meet at any particular time. The blended format incorporates both an online and a face-to-face component. The blended-remote class takes place face-to-face at a specific time, but it is through a remote modality such as Zoom or Teams (15.5 percent). The blended–campus class takes place in some cases online and face-to-face on campus, and the majority of those classes are lab classes (8.9 percent). Direct College classes are offered at the area high schools and are specific to the high school schedule. (4.5 percent). The College ran 15 sections of Direct College classes. Main campus classes take place on main campus. There were six classes that were offered totally face-to-face (0.70

percent), the majority of which were lab classes, and then finally there is one off-campus class (0.40 percent). About 65 percent of class sections, or 70 percent of MCCC enrollment was offered in that format.

The bad news is that enrollment is down 12-13 percent depending on whether you are looking at headcount, credit hours or billable contact hours. The good news is that we are halfway through the semester and have had very few student complaints. It sounds like things are going well. Faculty participated in a lot of student interaction up front doing initiatives to reach out to students as they prepared to do so much work online or in a remote meeting format. The College provided additional resources to students and multiple touchpoints through faculty and in some cases through the Early Alert System. The Admissions and Financial Aid offices made calls to students to find out why they had not attended or signed into their online classes. The Instructional Area is hoping that the number of concerns remains small. Students for the most part have been understanding as the College tries to navigate the pandemic, although faculty and students are looking forward to getting back into the classroom. The intent for the winter semester classes is to offer the same percentage of classes online, blended and so forth with the hope that by the time winter semester is over the College can prepare for a different type of semester. Trustee Mason expressed his appreciation for the monumental task it took to get to these percentages. Many of MCCC's students work and go to school full-time and are therefore immune compromised in some respect by exhaustion and lack of sleep and so are more susceptible to COVID. By doing this, the College put the population in a good position not to contribute toward spread.

- C. 3. b. (4) 17. Dr. Valerie Culler, Director of Financial Aid and Interim Vice President of Enrollment Management and Student Success, noted that there is a notification posted to everybody regarding the CARES Act that the college received. This link takes people directly to the College website which has detailed information about the CARES Act. There are detailed reports on the student portion of the funding and on the institutional portion of the funding.

MCCC received just over \$1.3 million in CARES Act funding. Fifty percent of those funds were required to go directly to the students for emergency financial aid grants. The College's CARES Act Task Force started awarding these funds to the students at the end of the winter 2020 semester and continued awarding them throughout the summer and into the first month of the fall 2020 semester.

Dr. Culler explained that the task force had representation from across campus and included a student representative as well. The group decided that they would work in two phases for the student portion of the CARES Act funds. The first phase was to ask students to submit an application through the Academic Work Scholarship portal to identify their financial needs. The task force awarded Cares Act funding to the students based on what they were awarded in their application. The application was open through the winter, summer, and the first month of the fall semester. Based on those applications, the College has paid out just over \$300,000.

Once those applications were no longer coming in and the College was well into the semester, the task force agreed were no longer coming in, the task force agreed to move into phase two of awarding the student portion of the CARES Act Funds. For this phase, the task force identified all the students in the fall semester who also who

also received the Federal Pell Grant, because this particular group of students have the greatest financial need for assistance throughout the semester. The task force then divided the remaining half of the funds equally among those PELL Grant recipients who had not submitted an application for the funding. Through the hard work of the Business Office, the College was able to get those checks out to the students by the beginning of October. The funds were extra money so that these students could use the money to pay for extra expenses like Internet services and utility costs that had increased due to their learning at home and online for the semester. The student portion of the CARES Act money is now fully expended, allows the task force to now use the full allocation for the institutional portion of the funding. The U.S. Department of Education requires that for every dollar used for the institutional portion the same dollar amount be given to the students through those emergency grants.

Suzanne Wetzel, Vice President of Administration/Treasurer, reported on behalf of the institutional portion of the CARES Act funding on behalf of AJ Fischer, Director of Financial Service. She explained that it was important to understand that there are three different pots of money involved in the funds that are referred to as the CARES Act Funds and these funds are used different ways. Dr. Culler explained about the CARES Act funds (\$1.3 million) from the Department of Education, which includes the institutional and student portions of the money. The College received \$650,258 for the student side and an equal amount for the institution side. The Department of Education also awarded the Strengthening Institution Fund (\$64,000). Additionally, The State of Michigan was awarded CARES Funds to which the College is a sub recipient. These funds are the Corona Virus Relief Fund (CRF fund). All of that money has been allocated and spent.

The College is doing a good job of spending the money and there is just under \$200,000 still remaining on the institutional side to spend and Mr. Fischer has received many requests for how to spend the money; however, there are very specific rules regarding what the money can be spent for and what it can be used to underwrite. In terms of the Strengthening Institutions the money, the \$64,000 has all been allocated and spent. Ms. Wetzel went on to explain that the CRF funds through the State is replacement money for the funds that the State withheld for the fiscal year that just closed. The funding equates to \$531,900, which has also all been allocated and spent.

It is important for the Board to know there is a great amount of accountability for the Board, President Quartey, Ms. Wetzel, Mr. Fischer and Dr. Culler on all of this funding. There are many documents that Ms. Wetzel had to sign, certifying that the College can only use the money as prescribed through the legislation. She encouraged the Trustees to go to the website and review the reports that per legislation have to be posted. There is a link to these reports that can be accessed right off the college homepage at <https://www.monroeccc.edu/caresact>.

In terms of the CRF funding, Ms. Wetzel signed a certification so that the College could receive the funds (\$531,900) from the State of Michigan. The certification attests that the College administration understands that it cannot use the money as a revenue replacement for lower than expected tax or revenue collections, it cannot use the money if the College is receiving any other federal funds that are intended to fill the gaps for those losses due to COVID, and it cannot use the money to reimburse or sub award any sub recipient for any unit of government. The certification also

attested to the fact that the governing body (the Board of Trustees) has been notified of the submission of this report, which was submitted this past Friday (October 23, 2020), and are aware of federal statutes, regulations, terms and conditions of the grant award. There are things tied to this money that the Board and the administration need to pay close attention to. The report is due on October 28th and Mr. Fischer filed it on October 23rd, and all of the quarterly reports have been filed on time in keeping with the legislation.

Trustee Thayer extended her congratulations to Ms. Wetzel, Dr. Culler and Mr. Fischer for their meticulous work with these funds. Ms. Wetzel commended Dr. Culler and Mr. Fischer for taking care all of the details required for the funding and reporting, and she ensured the Trustees that they are watching the funds very closely and working carefully to track it.

- C. 3. b. (5) 18. Dr. Joshua Myers, Executive Director of The Foundation, reported that the Foundation Board of Directors met two weeks ago for their October Board meeting, which was also their annual meeting. The directors elected their new slate of officers for the upcoming term. The existing Board of Directors ran and were unanimously elected. For the next two years, Victor Bellestri, chair; Dr. Ronald Campbell, first vice chair; Dr. Kojo Quartey, second vice chair; William Bacarella, treasurer; and Marji McIntyre, secretary. Mr. Bellestri shared that this may be his last term as chair, and he encouraged Dr. Myers to begin working on a succession plan. Dr. Myers hopes to convince Mr. Bellestri to stay, but if not successful, he and the board of directors will begin to work on what a succession plan might look like.

Dr. Myers presented few of The Foundation updates to the Board. The board approved a \$500 authorization to purchase gift cards for incentives for students to encourage them to participate in the student wellness survey. Through the survey hoping to get a better grasp on the financial difficulties with which students are currently struggling.

Dr. Myers noted that The Foundation cancelled its Fall Scholarship Dinner. They will instead hold a virtual scholarship ceremony on November 10th. Details about the event will be forthcoming.

Dr. Myers announce that The Foundation is currently running a supplemental scholarship round for the winter semester in an effort to try to help students who are struggling who may not have applied for scholarships last year. They are offering about \$90,000 in scholarships. Much of that is program related scholarships but some of the money is emergency funding. The application deadline is October 30th. The regular scholarship cycle begins on December 1, 2020, for the 2021-2022 scholarship year and ends March 1, 2021. The Foundation has over \$5 million to award to students. The main scholarship application process goes from December 1, 2020 through March 1, 2021.

Dr. Meyer transitioned into the Foundation Annual Report for the fiscal year July 1, 2019 through the end of 2020. He noted that this year has been particularly challenging. He summarized the following high points of the last fiscal year. The Foundation developed new mission documents (mission, vision, values statements) for the first time in the since its inception. These documents framed and guided the entity to create a new strategic plan called MCCC 2025. This plan is a 5-year

comprehensive capital campaign based around four pillars. The group also hosted an employee recognition dinner that brought together current and retired employees to pay tribute to the hard work that they do. The Knabusch Charitable Trust made their largest gift to MCCC in the College's history, \$145,000. The Foundation also worked on multiple millage projects such as Founders Hall and the John "Doc Holladay Theater" renovation. When the COVID-19 pandemic hit, The Foundation shifted to raising money for student emergencies by creating COVID Emergency Relief Fund for MCCC students. The big news of the year was the announcement the single largest individual gift in the College's history, The Gary Vajcner \$1.1 million dollar gift. A couple of weeks ago, Dr. Meyers invited Mr. Vajcner to campus to walk through the Vajcner academic commons. Mr. Vajcner and he was visibly shaken and speechless to see how well the project turned out.

Dr. Meyers walked the Board through the four pillars that correspond with their new strategic plan, the first of which is Transforming Learning Spaces. This pillar includes the projects in Founders Hall as well as the John "Doc" Holladay Theater. This pillar continues to be a focus for The Foundation since there are so many upcoming on line projects, many of which are beautiful spaces that present naming opportunities, which is an exciting opportunity when working with donors.

Dr. Myers noted that this year, MCCC's cultural events season was truncated due to COVID; however, The Foundation has taken the opportunity to still invest in the cultural arts through the second pillar, Expanding Cultural Opportunity. Over the last year, the group completed an equipment upgrade to Meyer Theater. As part of this project, they have added new lights, cleaned curtains, new lights, a new soundboard, and a new video projector, replacing some of the antiquated equipment that had reached the end of its life cycle. When patrons return, they will see a much more exciting, higher production value to the performances in the theater. Dr. Meyer said that the Foundation also received a donation of baby grand piano that is now located in the Atrium of the La-Z-Boy Center. Additionally, they were also able to bring one visiting artist to the campus prior to the shutdown. Dr. Myers stated that conversations about upcoming season next fall have already begun.

Dr. Myers mentioned that the third pillar is Innovation and Excellence in the Classroom. The Foundation has supported over 54 programs and initiatives representing every instructional area on campus. This year they spent over \$113,000 dedicated to improving instruction in the classroom. They raised \$121,000 in those program areas. They keep those balances year over year. Dr. Myers stated that they have several projects such as *One Book*, *One Community* and *Vex Robotics*. All of those ventures total about \$345,000 in faculty and staff run projects for which The Foundation is the fiduciary. The money from the several canceled events and activities has been rolled in the next year. When regular activity resumes that money will help fund new events including last year's enhancement grants project. This year The Foundation funded 11 new enhancement grants for the upcoming year as well.

Moving on to the next pillar, Eliminating Barriers, Dr. Myers remarked that this pillar had the biggest scope of the four pillars. When the pandemic hit, The Foundation realized that had to eliminate barriers for students who had been affected by the abrupt transition from face-to-face courses to an all-online course offering in the winter. When Dr. Myers asked The Foundation Board and the Board of Trustees to participate in a challenge, they raised \$17,000. The donor response raised another

\$26,000 in individual gifts, and with several other major gifts, for a total of \$120,000 raised just for the Emergency Relief Fund. Through this fund, The Foundation was able to assist 65 students in the winter 2020 semester.

When the student portion of the CARES Act kicked in, the College relied more on that money rather than the Emergency funds, as it was time bound. Dr. Myers commended Dr. Valerie Culler for managing the application process for these funds. He went on to explain that over the summer, The Foundation provided free shipping on textbooks to students. Typically, the College charges shipping out of the bookstore because students also have the opportunity to pick up their books; however, because the bookstore was closed over the summer, they did not feel charging the students for shipping was fair. As a small service to them, The Foundation decided to pay all the shipping costs for students in the summer semester.

Dr. Myers followed up with brief update on endowments. The endowments are doing well, totaling \$6.38 million at the end of June. Net investment Income is coming in at \$384,000, which is slightly less than last year; however, considering the volatility of the market back in March and looking at losses, seeing a net return of that size at the end of the fiscal year is a welcome sight. The Scholarship Endowment sits at about \$1.2 million and the Cultural Endowment is at \$1.74 million. The Dingell Endowment, which benefits projects at the River Raisin Battlefield and the International Wildlife Refuge, is at \$36,000, and the Title III Endowment is \$476,249.

Dr. Myers announced a very successful year for the Annual Fund, which raised \$99,925. Giving Tuesday broke its previous record and raised over \$18,000. Details about this year's Giving Tuesday are coming soon, which takes place on the first Tuesday after Thanksgiving.

Four endowed scholarships were added this year, the Rotary Club of Monroe County Endowed Scholarship; the Ralph Mahalak Endowed Scholarship; the Patricia A. Vajcner Memorial Scholarship; and the Michael Grodi Memorial Scholarship. There has been significant growth year over year in MCCC's Endowed Scholarships.

Despite enormous disruptions this year, The Foundation realized 20 percent growth in the total value of The Foundation in the last year. They exceeded \$8 million in assets and had the single largest fundraising in their history, surpassing \$2.5 million. This was due to the donor response to the crisis students were facing. Revenues and growing net position is great, but The Foundation is not in the business of accumulating wealth, it is in the business of helping students by acting as good stewards of those funds and directing them to the hands of the students at their point of need. Scholarships are wonderful and they make for student tuition and fees more affordable, but they are not good tools to get funds to students who are facing an emergency situation. There is an application period, it is often competitive, and time bound. Moving to a system where The Foundation has emergency relief funds and is able to make judgment about the current state of a student's financial wellbeing, and then helping them in periods of uncertainty or crisis, is making the difference between students who would have otherwise dropped out and students who are able to persist and proceed.

Dr. Myers thanked his colleagues; especially this year when they've had to make

extreme adjustments to so many processes. The Foundation does not work in a vacuum. The faculty, staff, and volunteers all contribute to the increased trust that is seen in donors. Donors see the hard work and look to the College to make changes in the community, and that is why The Foundation continues to see growth in its net position year after year.

Chair Dowler commend Dr. Myers for an awesome report. She asked that he let Mr. Bellestri know that, although he wants to leave, the Board loves him and is thankful for his commitment to the Foundation for so many years. If he does decide to leave, finding somebody to fill his shoes will be a huge assignment.

Dr. Myers complete PowerPoint presentation and the Annual Report are part of the permanent Board file and can be obtained through the President's Office. The Annual Report can be downloaded and viewed at <https://www.monroeccc.edu/sites/default/files/foundation/Annual%20Report%20-%202019-2020..pdf>.

- C. 4. b. (1) 19. President Quartey updated the Board on the Michigan Community College Association (MCCA) 2020 Summer Conference. He reported that the group discussed barriers that keep students from succeeding. There was some contention around the issue of dues increases, as well as a few other issues that occurred at the MCCA Summer Conference. The MCCA took an entire summer conference and delivered it over a three-hour period. The group typically meets at Mackinac Island or in Traverse City over several days. The budget has been resolved.

Vice Chair Thayer said she was not able to stay for the whole conference, but was able to attend the legislative update and the board of directors meeting.

- C. 4. b. (2) 20. President Quartey and Trustee Lambrix attended the virtual MCCA 2020 Student Success Summit. The sessions were spread over several dates: September, 16, 17, 18, 23, 24, and 25. President Quartey was able to attend several of the sessions. He attended sessions about guided pathways and student success. Dr. Quartey found the sessions very interesting. He said that Trustees Lambrix and Thayer were also involved in the some of the summit sessions as well.

Ms. Lambrix said she had the opportunity to attend two sessions. She found Dr. Anthony Jack, a professor at Harvard University, a very dynamic, passionate speaker. Dr. Jack wrote a book called *The Privileged Poor*, which is about how elite colleges are failing. Even the elite colleges are struggling to remove obstacles to students and they have many more resources than community colleges do and increase funds. He spoke about really knowing your students and community. His said the attitude from the faculty and administration needed to be "help me, help you." Ms. Lambrix gave Christina Payne kudos for "walking the talk." Ms. Lambrix quoted Dr. Jack, "When the student shows up for help, we must greet them with joy. Our attitude needs to be, this is my job and I actually enjoy it. I love what I do. I'm her to help you. I'm here for you." In terms of student focus, Dr. Jacked talked about changing office hours and calling it student hours and investing in student success coaches. That is something the Ryan Rafko, Director of Admissions and Guidance is already doing at MCCC. Trustee Lambrix said that she is anxious to see what Scott Behrens, Vice

President of Enrollment Management and Student Success, is going to do over the next year, because he is very student focused.

Trustee Thayer added that there were several great sessions. One that stand out was the discussion on collaborating and pathways, transfer agreements and pathways to the future. They also suggested that community college faculty, advisors, and vice presidents should really be the ones who attend the student success summit. Although trustees can bring back some knowledge, the people who really need to attend are the faculty advisors and vice presidents of student success. Ms. Lambrix said that the presenters also talked about community colleges going to the local high schools and offering college success courses the last semester of the student's senior year. This is also a way to advertise and market what the college has to offer. Our job is not to just see them thrive, but to really survive. Ms. Thayer added that anybody can go to the MCCA website at www.mcca.org and look up student success. Many of the sessions were taped.

- C. 4. b. (3) 21. Vice Chair, Mary Kay Thayer reported that the American Community College Trustees (ACCT) held its 2020 Virtual Leadership Congress on October 5-8. She noted the Congress was interesting because she is the coordinator for State of Michigan, she attended many meeting that just pertained to Michigan working with ACCT. Ms. Thayer said that it was an exceptional Congress but since we are so pressed for time this evening, she reminded them that she sent the Trustees a link to the ACCT website where they can look up the 2020 Leadership Congress and then pull out the information that interests them.

Trustee Dowler thanked Ms. Thayer for everything she does with the ACCT; the hours, the connections, and the network you have serves MCCC so well. President Quartey also thanked Ms. Thayer.

- C. 4. b. (4) 22. Trustee, Florence Buchanan and Matt Vanisacker gave an update on the Monroe County LINK plan on behalf of the Monroe County Business Development Corporation (BDC).

Ms. Buchanan explained that the Monroe County LINK Plan is the economic development strategy for Monroe County. The plan is managed by the BDC. Ms. Buchanan has been working for the BDC as a subcontractor since February of last year. This has given her a chance understand Monroe County's economic strategy and also to develop many personal relationships, both at the municipal level and interested volunteers who work on the six pillars of the Monroe County LINK Plan.

Trustee Buchanan gave a brief introduction of the BDC staff. Tim Lake, President and CEO, wears many hats and is extremely knowledgeable about business and economic development in general, but also has a great connection with the Detroit Regional Partnership. He is a great asset to Monroe County and many municipalities depend on Mr. Lake because he is a great steward and very knowledgeable. Matt Vanisacker, Vice President of Business Development, LuAnn Hogberg, Communications Office & Operating Manager; and Ms. Buchanan, Monroe County LINK Plan Project Manager, Subcontractor.

Ms. Buchanan mentioned that the BDC's focus is really one of interacting and fostering manufacturing throughout the county. During the pandemic, they have done

a fabulous job of helping entrepreneurships and small to medium-sized businesses pivot and understand how they can hopefully continue in this environment. They have done a yeoman's and have had to put many things on hold with manufacturers and pivot toward helping entrepreneurships and small to medium-sized businesses.

Trustee Buchanan explained that the LINK plan began in 2016 with a study of the I-75 Corridor. The rationale for the study was two fold; Monroe County is on the I-75 corridor, and they wanted to determine if there were any properties along the corridor that could be developed, and if there were, what markets in are suitable for taking advantage of the corridor in relation to Monroe County. So the study went forward and was the headline for a new Windsor-Detroit bridge, the Gordie Howe International Bridge. The process was extremely collaborative. There were two working groups, the Project Working Group and the local stakeholders.

The Project working groups consisted of Municipality and county-level executives: Al Barron, Monroe Charter Township Supervisor; Michael Bosanac, Monroe County Administrator and CFO; Mark Brant, Monroe County Commissioner; Doug Chaffin, CEO, Monroe Bank & Trust/President, BDC; Robert Clark, Mayor, City of Monroe; Dave Davison, mayor, City of Luna Pier;. Tim Lake, CEO, BDC; Paul LaMarre, Director, Port of Monroe; Dennis Marvin, Consumers Energy; Robert Peven, Planning Director, Monroe County Planning Department; and Gary Wilmoth, Monroe County Commissioner. These individuals were the initial planning team that researched why the LINK plan was needed. They also collaborated with the local stakeholder's group.

The local stakeholder's group was made up of individuals from local businesses, municipalities, small and large businesses who were located in the I-75 corridor, largely, the City of Monroe, Frenchtown Charter Township and Monroe Charter Township. The group was looking for what changes might enable growth in the corridor, what could inhibit growth in the corridor, and where growth and development should be directed geographically along the corridor. The issues for the stakeholders were that Monroe County losses economic activity because there are not enough places to spend money; Companies with low wages are struggling to retain employees; and Warehousing and distribution infrastructure and availability is limited. The group also saw the opportunity to redefine the area after and economic decline. They saw the Gordie Howe International Bridge as an easier access to Canada. Monroe is also in close proximity to community colleges and a skilled labor force

When the stakeholders and the project team were working together they had three key questions. They asked, "What are Monroe County's current economic conditions? Where does Monroe County need to go in order to be competitive? What steps does Monroe County need to take to ensure economic competitiveness?" After answering these questions, the group developed six pillar teams consisting of 60 volunteers. The six heads of the pillar groups began meeting on a bimonthly to monthly basis with their pillar teams. The first pillar team is the *Prepare for Investment Pillar*. Each pillar team has a mission and vision. Barry Buschmann from Mannik and Smith Group is the pillar captain. Their mission is to "Facilitate infrastructure knowledge and assist communities with strategies for priority development areas". These strategies are PDAs. There were originally eight PDAs were development areas located on the I-75 corridor, which were owned privately,

but also a portion of municipalities. The vision for the *Prepare for Investment Pillar* is “Communities well prepared for economic investment”. The scope of work the pillar group is currently working on is to *Identify each priority development area (PDA) ‘infrastructure ready’ to support targeted development,*” and to “*Implement a ‘one-stop- shop’ model across local municipalities to strive for a universal local regulatory permitting process.*”

The volunteers, municipalities, and businesses representing the *Prepare for Investment Pillar* are, Barry Buschmann (Pillar Captain), Senior Vice President, Mannik & Smith; Jim Jacobs, Principal Architect, James S. Jacobs Architects, PLLC; Barry Kinsey, Director of Workforce Development, Monroe County Community College; Jeff McBee, Director, Monroe County Planning and Engagement Department; Adelle Pascaris, Manager, Area Government & Community Affairs, ITC Holdings; Kerry Bondy, Esq., Petrangelo, Bondy & Crossley, P.C.; Randy Pierce, Managing Director, Monroe County Road Commission; Tracy Oberleiter, 17th District Liaison to Senator Dale Zorn; Ryan Simmons, Planner, Monroe County Community Planning; David Thompson, Monroe County Drain Commissioner; Dave Uhl, Manager, Village of Dundee; Tom Fritz, President, CCIM, Associate Broker; Kennis Wooten, Business Developer, Economic Development, DTE Energy; and Stephanie Blatt, Community Affairs Manager, Consumers Energy.

Ms. Buchanan gave brief description of the *Talent Development Pillar*. Membership is represented by the following individuals and businesses, Dr. Stephen McNew (Co-Captain), Superintendent, Monroe County Intermediate School District (MCISD); and Greg Pitoniak (Co-Captain), CEO, Southeast Michigan Community Alliance (SEMCA); Julie Everly, Superintendent, Monroe Public Schools; Stacey Goans, Director, Michigan Works; Patrick Lambrix, Human Resource Manager, TWB; Kojo Quartey, President, Monroe County Community College; Julie Smith, Business Services Representative, Michigan Works; Julie Soderberg, Human Resources Manager, Gerdau; Denise Teague, Career and Technical Education Director, MCISD; Greg Thomas, Plant Operations Manager, Fluid Equipment Dynamic Company (FEDCO) ; Parmeshwar Coomar, Dean Applied Science and Engineering Technology, Monroe County Community College; and Benjamin Bymaster, Title Improvement Facilitator II - Maintenance and Reliability, Gerdau. This group is charged with developing the talent pool in Monroe County.

This mission of this pillar is to “*Create a dynamic, sustainable talent development ecosystem*”. The pillar’s vision is, “*A robust economy with a talent development system responsive to the needs of employers*”. The scope of work for this pillar is to create a *Production Technician Pilot Program*. This project is driven by Julie Everly, Greg Thomas, Julie Soderberg, Patrick Lambrix, and Julie Smith.

Ms. Buchanan explained that the *Quality of Life Pillar*, captained by Doug Chaffin, Retired Regional President, First Merchants Bank. The mission of this pillar is to “*Improve the quality of life and strengthen tourism*”. The pillar’s vision is to create “*A world-class community where people want to visit, play, and stay*”. The scope of the pillar is *Quality of Life and Tourism*. Membership and business representation includes Steve Mihalec, Monroe Chamber of Commerce; Bill Kipf, Home Builder’s Association (HBA); Annette Knowles, Downtown Economic Development Coordinator, City of Monroe, Downtown Development Authority (DDA); Andy Clark, Monroe County Historical Museum; Jasdeep Sohi, Marcus & Millichap;

and Scott Bentley, River Raisin National Battlefield Park.

Ms. Buchanan summarized the *Grow Logistically Pillar* which is captained by Tim Lake of the BDC. The mission of this pillar is to “*Promote the multimodal assets of Monroe County’s location to site sectors and developers*”. The vision of this pillar is to create “*Robust business and industry growth through the region*”. The scope of work is supply chain, warehousing, and logistics. Membership is represented by the following individuals and businesses, Tim Lake, BDC; Stacy Demers, Daly Merritt Insurance; and Frank Wszelaki, University of Toledo.

The *Local Image and Brand Pillar*, captained by Michael Bosanac, Monroe County Administrator/CFO, has a mission to “*Enhance the overall image of the county*”. The vision of this pillar is to “*Create a unifying county-wide brand that promotes the character and culture of our community*”. The scope of work for this pillar is to 1) Implement highway beautification along the I-75 corridor; and 2) Create a county-wide regional branding campaign. Membership is represented by the following individuals and businesses, Michael Bosanac, Monroe County Administrator/CFO; Al Barron, Supervisor, Monroe Charter Township; Jeanine Bragg, Couture by Karen; Robert Clark, Mayor, City of Monroe; James Gardner, Mayor, City of Luna Pier; James McDevitt, Supervisor, Frenchtown Charter Township; Randy Pierce, Monroe County Road Commission; David Uhl, Manager, Village of Dundee; Susan Vanisacker, La-Z-Boy, Inc.; and a Representative from the Monroe County Convention & Tourism Bureau. Ms. Buchanan announced that at the upcoming *Focus on the Future Virtual Event*, on November 12th, the BDC will be announcing the community-wide imaging brand developed by this pillar team. She invited to people to register for the event if they have not done so already and noted that the MCCC College Supporter of the Year recipient will also be recognized at this event.

Next, Ms. Buchanan summarized the *Grow Strategically Pillar*, co-captained by Paul Pirrone, Supervisor, Bedford Township; and Scot Laskey, Independent Business Owner, Laskey Company, LLC. The mission of this pillar is the “*Create an environment for successful new business formation and growth*”. The pillar’s vision is to create “*A Strategic network that facilitates and promotes a thriving entrepreneurial community*”. Membership is represented by the following individuals and businesses, Paul Pirrone (Co-captain), Supervisor Bedford Township; Scot Laskey (Co-captain), Independent Business Owner, Laskey Company, LLC; Barry Kinsey, Director of Workforce Development, Monroe County Community College; Paul Knollman, Dean of Business, Monroe County Community College; Tracy Oberleiter 17th District Liaison to Senator Dale Zorn; Al Prieur, Deputy Township Supervisor, Bedford Township; Tom Allen, President, Allen Chevrolet Cadillac; and Annette Knowles, Downtown Economic Development Coordinator, City of Monroe, DDA.

Ms. Buchanan went on to quote page 33 of the Monroe County Link Plan, “Monroe County needs to promote the development of small businesses in order to build a strong, resilient economy...” A strong local economy, coupled with stability in the legal and regulatory environments, will make Monroe County a more attractive place to start a business.” She briefly introduced the Business Development HUB. The mission of the BDH is to “*Enhance opportunities to grow and sustain diverse sectors of small-medium enterprises, including both start-ups and grow-ups throughout Monroe County, Michigan*. The vision for the BDH is to “*Development of an*

ecosystem that supports the growth and sustainability of a diverse group of SMEs that will enhance the County's economic development strategy, the Monroe County LINK Plan". This is something the BDC has really pivoted to due to the pandemic. Developing this ecosystem is important because it ensures that, going forward, all sectors of small businesses are being sustained for overall economic growth. Ms. Buchanan read the following Five Core Values of the BDH:

1. Collaborate with industry, business, government, k-12 school systems, and postsecondary education institutions to develop and sustain an entrepreneurial ecosystem.
2. Foster diverse, equitable and inclusive business sectors that will enhance the quality of life and tourism and have a positive impact on the economic development of Monroe County.
3. Recruit and market to minority-owned businesses in a more inclusive manner and understand the unique challenges they face with access to capital and business opportunities.
4. Promote Monroe County as an innovative, inclusive and welcoming community to explore and accelerate ideas and opportunities.
5. Support economic viability by assisting SMEs to develop strategies focused on adapting to both economic opportunities and economic challenges.

Matt Vanisacker, Vice President of Business Development at the BDC, continued by saying that entrepreneurship is extremely important. Not only for the financial health of the community, but for the quality of life for the community. This pillar is aimed at supporting both startup opportunities, as well as grow ups and other small to mid-size enterprises that are in need of additional counseling and assistance.

Mr. Vanisacker noted that for the past six months, this pillar team has spent time deeply analyzing the entrepreneurial ecosystem that exists currently in the county and have identified several gaps they feel are important in strengthening Monroe County as a place where entrepreneurs can grow and thrive. The BDC is very appreciative to have two college employees volunteering their time to sit on this committee, Barry Kinsey and Paul Knollman, who have provided a great deal of support to this effort. They do so because they care about the community and have a passion for business formation. Mr. Vanisacker thanked Mr. Kinsey and Mr. Knollman for their efforts.

Mr. Vanisacker related that he has conducted more research than he cares to admit on the topic of entrepreneurship and in each and every community where a strong entrepreneurship ecosystem exists, that area's academic institution is a key player. Mr. Vanisacker presented an infographic titled *Grow Strategically Entrepreneur Ecosystem*. He pointed out that each circle represents a distinct bucket of activity that the *Grow Strategically Pillar* team will be engaging in.

The pillar team has named the Hub, Launch 734. Within the Hub, there are initial Triage Services, much of which the BDC already handles. There is also a referral system to partner networks such as the SBDC, a matching fund program, county municipal agencies, and the MCCC Makerspace. At the intake stage, an initial assessment is administered to help determine where a client fits in potentially. Second, there is a mentorship program established as network of business professionals who can answer a business owners' questions and guide them through the process of business ownership. This group will include but not be limited to accountants, lawyers, financial professionals, restaurant professionals, retail,

technology, healthcare, retired CEO's and business owners.

Mr. Vanisacker moved on to the next bucket of activity, Business Education Services (BES), which will consist of Business 101 and Business 201. Business 201 would be a more in depth course in collaboration with MCCC.

The Third bucket of activity is Co-Working. The BDC has recently come into some space in downtown Monroe thanks to a master lease agreement with first Merchant's Bank. They are hoping to utilize the new space as a co-working space. There are also number of co-working spaces that exist in the community. The hope is to loop them in with the BDC program. Specific types of users for this space would be freelancers, small organizations, travelling sales representatives, e-commerce companies, non-profit agencies, regional and local organizations, and work from home professionals, to name a few. There will be various levels of memberships to the co-working space, such as virtual to personal office within the facility. The idea is to foster a collaborative environment, so the BDC will to market to organizations that assist or are partners to entrepreneurship. This will allow people to bounce ideas off of each other once everyone is able to return from the COVID pandemic. There is also the MCCC makerspace, which is a true asset to the community. This space is perfect for prototyping ideas and bring ideas to life, so the BDC will be actively marketing the Makerspace through this arm, and referring companies who come to the BDC with an idea, to the makerspace for execution on that idea.

Mr. Vanisacker commented that the last bucket of activity, Startup Programs, is more hands on programming. The first and foremost would be an accelerator, which would be provide frequent touchpoints with a customer or client. Services provided include financial support, and development of market strategies. These are typically companies that are very quick, and that have high acceleration potential. Generally a three to four month program up to nine months. There is a typically some sort of financial component to that, so the BDC would be working with these companies on a frequent basis to get them to the next level. The second component of the Startup Program is an incubator program, which is a little bit less frequent of a touchpoint one to two times per week. Services would be management training; advisory services; access to capital services (loans, grants, a network of potential investors, etc.); access to industry experts in the corresponding field; assistance with core business operations, including marketing, market research, and legal compliance; and access to office space within the Makerspace, Co-Working space, or a referral to any of the other available spaces in the county; and lastly mentorship.

Mr. Vanisacker stated that there is a competitive admissions process to get into one of these programs; and hopefully, the pillar team can really get a grasp on the needs of these companies through the triage services. There is no "one size fits all," each company is different and the group is looking to serve all of them. Mr. Vanisacker stressed that a strong emphasis will be placed on the promotion and recruitment of minority, veteran, and women-owned entrepreneurs for these programs. There is a tangible economic benefit that has been shown in various communities when these populations are actively informed and made aware of the services that are provided within the community. Minority vets and women-owned success is success in Monroe County, and this effort will make leaps and bounds toward improving the overall quality of life for the community.

Mr. Vanisacker communicated to the pillar team that this truly needs to be a

collaborative effort if the LINK group wants to succeed. He fully expects that one day, LINK will be a standalone organization or entity. The BDC will be rolling out a website in the coming months to serve as an informational hub for entrepreneurs to find support and consultation as the LINK team builds out the rest of the infrastructure for the program. Monroe County was built on the backs of entrepreneurs, and LINK wants to make sure the flame of innovation burns ever bright in the community.

Ms. Buchanan's *Monroe County LINK Plan* presentation and Mr. Vanisacker's *Grow Strategically Entrepreneur Ecosystem* presentation are part of the permanent Board file and can be obtained from the President's Office.

Chair, Lynette Dowler thanked Trustee Buchanan and Mr. Vanisacker for their update. She encouraged the Trustees to monitor the progress of the BDC's efforts on the Monroe County Link Plan.

23. Chair Dowler announced that she is working on scheduling a Board workshop. The trustees will be asked to complete some specific work for the workshop. She asked the Trustees for permission to share their names, home address, email addresses, and phone numbers with the facilitator, Karen Reed-Fessler. The Trustees unanimously agreed to allow their contact information to be shared. Ms. Karen Reed-Fessler will send an assessment to each of the Trustees to complete prior to the workshop. She will then pull the Trustees together as a team to complete the workshop in either late January or early April or 2021.

C. 4. b. (5) 24. Chair Dowler noted the upcoming events.

C. 4. b. (5) 25. *It was moved by Mr. Mason and supported by Ms. Lambrix that the meeting be adjourned.*

A roll call vote was taken as follows.

Yes [6] Steven Hill, Krista K. Lambrix, Florence M. Buchanan, Aaron N. Mason, Mary Kay Thayer, Lynette M. Dowler

No [0] None

The motion carried and the meeting adjourned at 8:21 p.m.

Respectfully submitted,

Lynette M. Dowler
Chair

Aaron N. Mason
Secretary

/prd

These minutes were approved at the November 23, 2020 regular meeting of the Board of Trustees.