

MINUTES OF THE FIVE HUNDRED NINETY-SEVENTH
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., November 23, 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, Scott Behrens, Jack Burns Jr., Parmeshwar Coomar, Kevin Cooper, Valerie Culler, AJ Fischer, Nicole Garner, Kelly Heinzerling, Barry Kinsey, Paul Knollman, Jack Larmor, Brian Lay (on campus), Kimberly Lindquist, Laura Manley, Joshua Myers, Kojo Quartey, Anthony Quinn, Ryan Rafko, Linda Torbet, Joe Verkennes, Tracy Vogt, Suzanne Wetzel (on-campus), Quri Wygonik, Grace Yackee, Cole Younglove, and Penny Dorcey (recording secretary)

Ijaz Ahmed, 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, Kelly Heinzerling, Rick Hubbert, Glori Jonkman, , Barry Kinsey, Paul Knollman, Jack Larmor, Brian Lay (on campus), Rachel Lehr, Denise Lindemann, Kimberly Lindquist, Laura Manley, Linda Marsh, Joshua Myers, Angela Prush, Kojo Quartey, Anthony Quinn, Jim Ross, Lisa Schendel, Carley Stranyak, Linda Torbet, Joe Verkennes, Tracy Vogt, Suzanne Wetzel (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: Mary Kay Thayer – Home, Lambertville, MI; Aaron N. Mason – Home, Monroe Charter Township, MI; Florence M. Buchanan – Home, Monroe Charter Township; MI; Krista K. Lambrix – Home, Monroe, MI; Steven Hill, Home, Dundee, MI; Lynette Dowler – Home, Newport, MI

Not Present: William T. Bruck

2. There were no delegations present.

- B. 2. a. (1) 3. *It was moved by Trustee Mason and supported by Trustee Lambrix that the following item on the Consent Agenda be approved as presented:*

B. 2. a. (1) Approval of the minutes of the October 26, 2020 regular meeting of the Board of Trustees

A roll call vote was taken as follows:

Yes [6] Mary Kay Thayer, Florence M. Buchanan, Krista K. Lambrix,
Steven Hill, Aaron N. Mason, Lynette M. Dowler
No [0] None

The motion carried.

4. New Business

- B. 4. a. (1) 4. *It was moved by Ms. Thayer and supported by Ms. Buchanan that the following resolution of commendation for Mr. Jack Larmor be adopted:*

WHEREAS, Jack Larmor has decided to retire from his position as Automotive Lab Technician with Monroe County Community College, effective January 4th, 2021, and

WHEREAS, he has long been considered a competent technician in the field of Automotive Service Technology serving at the college for 5 years, and helped students

in the automotive programs by teaching them the trade and technology in the field of automotive service and repair, and

WHEREAS, during those 5 years he demonstrated a high level of professional competence, involvement and dedication through memberships in professional organizations in the field, and being a certified ASE Master Technician, and

WHEREAS, during those years he was instrumental in helping build the automotive lab by procuring needed equipment and supplies for student use, and

WHEREAS, he expended time and effort to secure needed resources for the College in terms of equipment, supplies, and donations for the automotive lab, and

WHEREAS he garnered business and industry support resulting in placement of students in automotive-related positions, and

WHEREAS, he volunteered many hours of his time working in the automotive lab, upgrading equipment and resources for student use, and participating in promotion and special events for the automotive program and college in general, and

WHEREAS, he was a member of the internal ASET committees for special projects and served on hiring committees, and

WHEREAS, he played a vital role alongside ASET faculty in designing and planning the construction of the Career Technology Center, and

WHEREAS, he was an important member of the Applied Sciences and Engineering Technology Division for 5 years, and a trusted friend of the College,

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Mr. Jack Larmor for his dedicated service and contributions to the College, our students, the community, and

THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for his continued success, wellbeing and happiness on this November 23, 2020.

A roll call vote was taken as follows:

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

No [0] None

The motion carried.

- B. 4. a. (2) 5. *It was moved by Mr. Hill and supported by Ms. Lambrix that Policy 12.12, Vacations, be revised as presented.*

Linda Torbet, Director of Human Resources, explained that the purpose of the revisions are to clarify that vacation benefits are for full-time professional staff and not inclusive of part-time professional staff. When the policy was originally adopted, there was no part-time professional staff employed at the college.

A roll call vote was taken as follows:

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

No [0] None

The motion carried.

- B. 4. a. (3) 6. *It was moved by Ms. Buchanan and supported by Mr. Hill that the Monroe County Community College Strategic Plan be extended from three years to five years — from 2020-2023 to 2020-2025 — to better accommodate plan amendments and evaluation, as well the development of the 2025-2030 Strategic Plan.*

President Quartey explained that the College strategic plan has been a three-year plan in the past. The current plan, as well as the prior plan, has required the committee to ask the Board for an extension. Dr. Quartey believes a five-year plan will better serve

the college. This plan is dynamic rather than static, allowing it to flex and flow with the changes to community needs over the years.

Joe Verkennes, Director of Marketing and Communication, gave the Board an update on where the task force has been, where it plans to go, and why it wants to extend the strategic plan. Mr. Verkennes chaired a mission, vision, and values (mvv) task force a few years ago. The Board approved the new mission, vision, and values in 2008. That led directly into the strategic planning process. That task force was chaired by Dr. Randell Daniels, who has since retired. The task force was able to develop goals and objectives, but still had to set up tactics and timelines. Soon after, the COVID-19 pandemic hit. In one of the COVID Task Force Emergency team meetings, Dr. Quartey approached Mr. Verkennes asking him to serve as an interim chair of the Strategic Planning Task Force. Mr. Verkennes made a campus-wide plea for individuals to serve on subcommittees of the task force. In all, the task force formed nine subcommittees whose primary goal was to develop tactics and timelines. Participants on the subcommittees came from all areas of the campus.

Mr. Verkennes went on to explain that over the summer, he developed a leadership team to work through and adjust the information that was coming in, and then take that information back to the subcommittees to make sure everybody was on the same page. Dr. Quri Wygonik was the first join the leadership team as a co-chair of the task force. This was very fitting as her role is Director of Institutional Planning, Research, and Accreditation. Other members of the leadership team include Kim Lindquist, Dean of Health Sciences and Vice Chair of the leadership team; Valerie Culler, Director of Financial Aid; Linda Torbet, Director of Human Resources, and Nicole Garner, Professor of Nursing. The leadership team spent about two months working through all of the tactics and timelines. To date, the Strategic Plan has been presented and approved by all three councils this month, and they submitting a proposal to the councils asking that the Strategic Planning Task Force be made a full Standing Committee.

As the task force neared the implementation stage and researched strategic plans from other colleges, it realized that a three-year strategic plan is too short. Most strategic plans for large institutions are five-year plans.

Dr. Wygonik gave the Board the task force's rationale as to why the Strategic Plan from a three- to a five-year plan. She pointed out the magnitude of work that still has to be accomplished. She showed the Board the goals and objectives with the tactics and timelines added. The nine subcommittees will be charged with assigning the work to the appropriate people of area and of tracking the progress. The results of the progress will be housed in a database and managed by Dr. Wygonik's office. That will allow the College to showed evidence of progress at any given moment. President Quartey and his Cabinet have been very supportive of the changes to the Strategic Plan.

Ms. Wygonik went through an example using *Tactic 1.3a, Develop a task force to support and assist with college-wide and community assessment of mental health services and its implementation with on-going input by the beginning of Winter 2021*. These services are something that MCCC students have desperately needed and they have now made their way into the Strategic Plan. Dr. Scott Behrens is working on putting a task force together for this tactic. Once the task force makes its recommendations by the winter of 2021, they will require the appropriate parties to implement the tactics and then evaluate of the effectiveness of the implementation. These activities will most likely push into the fourth year and then that gives the team time in the fifth while revisiting the mission, vision, values and planning for the next cycle to work on the effectiveness. Dr. Wygonik says that there is historical evidence to support that these pieces were missing in MCCC's previous plans. Dr. Wygonik said that a five-year plan is in compliance with accreditation standards. During the last visit from the Higher Learning Commission, the team was very concerned about closing the loop. Moving to a five-year plan helps resolve that issue. Dr. Wygonik also assured the Board that this dynamic plan is designed to change to as community needs arise. That was great part of the rationale for moving from a task force model with a finite time frame to a standing committee that is a continuous part of the governance structure.

Mr. Verkennes stated that one of the toughest hurdles he has seen over the last several cycles is that once the College enters year three, the first thing the task force needs to do is evaluate, and then it also has to review the mission, vision, and values. It takes about six to eight months to properly revisit and evaluate these pieces. Everything in plan presented tonight, is set to be completed in years one, two, and three. There will

also be things that are building in years one, two, and three that will be added to the plan in year four, but also have room to start evaluating and complete the mission, vision, and values. Once the Strategic Planning Task Force becomes a standing committee, the team will report out regularly to the Board in November and May. Almost everything is due either during or at the end of a semester. If necessary, the committee will present amendments to the Board in June with a special meeting.

Dr. Quartey commended Mr. Verkennes, Dr. Wygonik, Dr. Lindquist, Dr. Culler, Dr. Garner and their team for the work they did on the Strategic Plan

A roll call vote was taken as follows:

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

No [0] None

The motion carried.

- B. 4. a. (3) 7. *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) 8. President Quartey reported the following staff retirement and resignation.

Retirement:

Jack Larmor, Automotive Lab Technician, effective January 4, 2021

Resignation:

Cameron Albring, Administrative Assistant to the Dean of Applied Science and Engineering Technology, effective November 6, 2020

- C. 3. a. (2) 9. The Board received a note of appreciation from the Foundation at Monroe County Community College for the donation sent in memory of Dan Shaw, Professor Emeritus at Monroe County Community College.

President Quartey explained that Mr. Shaw passed unexpectedly. Many people are donating to the Dan Shaw Journalism fund, which is greatly appreciated.

- C. 3. a. (3) 10. The Board received a Statement of General Fund Revenues and Expenses for the period ending October 31, 2020.

Suzanne Wetzel, Vice President of Administration/ Treasurer, gave some quick observations of General Fund revenues and expenses for the past month. Tuition and fees, when looking at the revenue year over year, both credit and non-credit are unfavorable to budget. Credit is about \$264,000 and non-credit is about \$49,000. This was expected due to the projected low enrollment. Former Trustee, Joe Bellino sent Ms. Wetzel an article from the Wall Street Journal today about community college enrollment throughout the country. Everybody is experiencing low enrollment. This is unusual because often times when the economy tightens community college enrollment tends to climb. Right now that is not happening and experts are tying back to peoples discomfort with online instruction. Dr. Quartey added that the article reported that enrollment is over 18 percent down across the nation. MCCC's enrollment is down 12 percent and the state average is 12.5 percent down. Ms. Wetzel also noted that out-of-state credit revenues are up about \$14,500. That equates to 64 billable contact hours and 5.3 equivalent full time students. This may be due to the online offerings.

Personal Property Tax appears to be is slightly up, but this is really just the timing of some deposits that came in through the townships and the cities. Under Other, the Foundation did get an estate gift (\$281,000); however, it was left to College so that money needs to be transferred to The Foundation. While it looks like Other Revenue

has increase, \$281,000 of that amount is the estate gift. Other revenue is actually down when looking at year over year, and it is unfavorable to last year. This is due to a lack of Culinary revenues, rent of facilities (down by about \$30,000); and alumni even (down by about \$35,000); however, expenses for these accounts are also down.

Looking at year over year on expense side, all expenses are down with the exception of Information Technology, which is up only slightly. Instruction and Instructional Support is down almost \$435,000 year over year, but enrollment is also down due to less sections being offered, less extra-contractual being paid, less adjuncts being hired, and less instructional materials being purchased.

Ms. Wetzel moved on to the audit, explaining that typically, the Board looks at and approves the audit at the November meeting. Through state appropriations, the State did give all of the colleges and universities an additional month on their submission deadline, now December 15, 2020. AJ Fischer, Director of Finances, and his team have completed the audit. The auditors were also done with their part and then last Thursday, the Department of Education issued additional guidance on the eligibility of expenditures under the CARES Act, which tore the audit apart for everyone across the country. On November 16th, Ms. Wetzel and Mr. Fischer had meeting with Plant Moran and Cooley, Hehl, Sabo, and Calkins to clarify what the College can report, and the adjustments that need to be made. Mr. Fischer has been working on the changes and all of the funds are now closed again. With the adjustments, there is a about a \$400,000 swing in expenses that are being reported in the General Fund that the finance team had hoped to report in the CARES funds. Because the audit must be submitted by December 15th, The Board Audit Committee must meet with the auditors before then. The auditors are hoping for Thursday, December 10th. Members of the Board Audit Committee are Ms. Dowler, Mr. Mason, and Ms. Thayer. Committee members are asked to let Penny Dorcey, Executive Assistant to the President and Secretary to the Board, know if December 10th will work with your schedules. The full audit will be presented to the Board at the January meeting.

Ms. Wetzel noted that the millage projects are ongoing. Two projects that are beyond the kick-off point are the Campbell Learning Resources Center renovations and the Diversity and Equity Center. The task forces are working and faculty are involved, most of Ms. Wetzel's team and the deans are also involved. She hopes to report out to the Board after the first of year.

- C. 3. a. (3) 11. Joe Verkennes, Director of Marketing and Communications, explained that, each year his office produces an annual report on College activities, to the campus, the community, and the Board. Over the past 20 years, this document has become both a pride piece and a marketing piece. Depending on the year and the budget available, the report is mailed to every residence and every taxpayer in the county. Advanced copies are first delivered to the board. Hard copies are then mailed to all of the College's donors right after the Thanksgiving holiday. Mr. Verkennes noted that he prints about 1500 copies and somewhere between 600-700 donors and each employee receives them. The rest are emailed to the College's ConstantContact list (about 20 thousand names) in a digital format. Students also receive a digital copy and it is also posted on the College website. Mr. Verkennes' office also does some sponsored social media posts.

Mr. Verkennes noted that, the current report has been one of the more difficult ones produced in his tenure at the College. This year's theme was "Accessible, Flexible and Responsive," which was all about staying true to the mission and vision by helping students and the community navigate the pandemic, and by upholding the vision and core values. Not only did the College help its students navigate academically through the pandemic, it also continued to improve the campus infrastructure to better serve students and the community now and in the future. There is a special section in the report that details the many other things the College continues to do as well as its points of pride.

The report begins with a "Message from President"; followed by all of the ways the College navigated the crisis beginning with the College COVID-19 emergency response team. The report includes many activities, from moving the summer semester to a totally online delivery format, to creating and distributing scholarships made available through The Foundation, having to close campus and some programs, loaning medical supplies to local hospitals, cancelling all events, closing the campus and the following extensions of the closure, personal protection equipment that was created by the Applied Science and Engineering Technology Division, and the

distribution of CARES Act funds to students. Also covered is the response by the Workforce Development Office to the Monroe County Business Development Office by offering courses on how to manage and work effectively in a remote world.

Mr. Verkennes pointed out that the next spread talks about how the College continues to make critical facility and technology improvements, the opening of the new Founder's Hall and the John Holladay Theater, making repairs to the Whitman Center roof, and many other activities that are chief points of pride for the College. More details are listed in the report.

Mr. Verkennes announced a new section in the report that features a letter from chair of The Foundation, Victor Bellestri. Mr. Bellestri's letter speaks to the single best fundraising year in the Colleges history thanks to the "inspired generosity" of the campus and the community through their donations, the establishment of an Emergency Relief Fund for students (\$50,000), and the generous gifts from the philanthropy of both Ethel Fountain (\$700,000 plus) and Gary Vajcner (\$1.1 million). These gifts will make a difference in students' lives and impact many generations to come. Included in the report are a few of the stories from students who benefitted from the donations from the campus and the community during the pandemic. A comprehensive list of gifts and financial reporting are listed at the end of the report.

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

Dr. Quartey pointed out his recent morning message in which he features some of the College's accomplishments, of "points of pride", such as WalletHub ranking MCCC the Best Community College in Michigan, and MCCC's Registered Nursing Program Ranking if No. 1 in Michigan, to name a few.

Dr. Quartey spoke to the Governor Whitmer's latest Executive Order, which has compelled the College to transition all classes, with few exceptions, to a virtual format. The *Futures for Frontliners* program is well under way and Dr. Behrens, Vice President of Enrollment Management and Student Success, is heavily involved in recruiting for that program. Dr. Quartey and Dr. Behrens are making major efforts on this new program with letters to churches, community canvassing efforts, and posting signage in high traffic areas across the county. MCCC currently has over 949 applicants in the pool. Dr. Behrens will report on *Futures for Frontliners* later. Dr. Quartey thanked everybody for his or her support in winning the recent millage in the November 3, 2020 election. He noted that the College only lost in two areas, London Township and the City of Luna Pier. He referred the Trustees to the information at the end of his report comparing MCCC's as compared to four years ago. Dr. Quartey submitted an op-ed titled "A Big Thank You" in this past Thursday's edition of the Monroe News.

Dr. Quartey continues sending daily emails to the Board and the campus that on MCCC news. The strategic plan tactics have been completed and presented to all three Councils. As part of the strategic plan, two new plans are under development the Diversity Equity, and Inclusion plan and an Enrollment Management plan. The Honest Conversations About Racism series continue. They have had seven meetings to date. He thanked Trustee Buchanan who continues to lead these conversations and is working on action plans for CREED.

On the legislation front, Dr. Quartey is revisiting Public Act 11, on dual enrollment, which has had a devastating impact on MCCC's enrollment. MCCC has lost a total of 342 students from three institutions. Now that the College is past advocating for capital funds for the Health Education Building and has successfully won the millage renewal, he is focusing efforts on reversing this harmful legislation. Dr. Quartey asked the Trustees to consider drafting a letter to the Michigan Community College Association (MCCA) and to our legislators, pursuing this action. This year, he is also asking for the support of MCCA and the other 27 colleges in Michigan, in reversing the legislation. Dr. Quartey has attached details of the negative impact of this Public Act 11 on MCCC, along with his proposed language change, to the end of his President Report to the Board. This document is also part of the permanent Board file and can be obtained from the President's Office.

Dr. Scott Behrens, Vice President of Enrollment Management and Student Success, announced that the '*Frontliners*' program is huge and he needs everybody's help to

get the word out about it. The program provides free education to frontline workers, but it has a hard application deadline of December 31st. He thanked Joe Verkennes, director of Marketing and Communications, for creating a dedicated page on the College website for the program. Flyers are provided on the page and about 2,000 flyers have also been distributed across the county. About 55 signs have also been posted in strategic locations as well. Dr. Behrens has also been diligent about getting information to 480 business leaders via email. Businesses have been very positive and eager to help disseminate the information to their employees. Walmart and Meijer have both agreed to make this topic the subject of their in-store meetings to tell their employees about this great opportunity. Several stations have put MCCC's add on their webpages and advertisements. Dr. Behrens shared one of the College's advertisements posted around the community.

Dr. Behrens shared that he and his team are analyzing the data each and every week. This is one of the first times that MCCC has sent people away from its website because all applicants must go to the state to apply to the program, and then the state sends their information to the College. Dr. Behrens says he and his staff are tracking everyone. As of right now, there are 309 new students enrolled for winter 2021 through the 'Frontliners' program, of which four are current students. Their entire tuition is paid for the program. To date, there are a total of 80 students. Sixty-five students have applied and are qualified, but are not yet enrolled. The Enrollment Management team is making phone calls and emails to those students to make sure they enroll for the winter semester. They are also focusing on individuals who have started but not completed their applications or they have not submitted their FAFSAs. Dr. Behrens is tracking this data weekly and asking potential students how his team can help them to get into MCCC's programs and take advantage of this opportunity. He asked that employees and Trustees please download the flyer and share them in their social media sites. The College also has major social media campaigns happening as well, and the team is also closely tracking data from those sites as well. Students must be 18 years of age and have graduated from high school to take advantage of the program. Dr. Quartey also noted that he and his staff have also sent letters to all of the churches and townships and have asked that the townships post the information on their websites and that the churches announce the opportunity from their pulpits. Principals and superintendents have also received this information. He and Dr. Behrens have also been taking the information out into the public as best as they can, given the current situation with COVID-19.

Trustee, Krista Lambrix noted that Darrin Arquette, President and CEO of ProMedica Monroe Regional Hospital, sends out weekly emails to about 2,000 hospital employees and has been including the flyer and the link for the *Futures for Frontliners* program in those communications. Ms. Lambrix also has about 80 employees that she contacts weekly through 'huddle' and she is letting them know about the 'Frontliners' opportunity.

Dr. Behrens reminded the Board of the December 31st application deadline, but added that students do not necessarily have to start this winter. Trustee Buchanan commented on what a phenomenal opportunity this program is and of her surprise at the wide range of applicable educational categories. Dr. Quartey mentioned that today, he and Dr. Behrens had a conversation with Vuncia Council, Monroe County Learning Bank Coordinator, and they will be working with students to bring them into the program as well. President Quartey says that the team is also targeting the underserved population and that Dr. Behrens and Mr. Verkennes have already created media material that focuses on this group and second chance individuals. Applicants must first be vetted by the state before they qualify for the program. Dr. Quartey mentioned that MCCC also offers ESL classes through the Learning Bank, so this population can also be reached through that program as well as through several area greenhouses with ESL individuals. At this point, on campus instruction for this program is terminated.

C. 4. b. (1) 13. Chair Dowler noted the upcoming events.

C. 4. b. (2) 14. *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] Mary Kay Thayer, Florence M. Buchanan, Krista K. Lambrix,
Steven Hill, Aaron N. Mason, Lynette M. Dowler

No [0] None

The motion carried and the meeting adjourned at 6:59 p.m.

Respectfully submitted,

Lynette M. Dowler
Chair

Aaron N. Mason
Secretary

/prd

These minutes were approved at the January 25, 2020 regular meeting of the Board of Trustees.