

MINUTES OF THE SIX HUNDRED EIGHTH
MEETING OF THE BOARD OF TRUSTEES
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

via Microsoft Teams Meeting
The Whitman Center
Rooms 8 & 9
6:00 p.m., April 25, 2022

This meeting was a hybrid meeting.

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

Not Present: William T. Bruck, Florence M. Buchanan

Also Present: Scott Behrens, Kevin Cooper, Tom Kleman, Brian Lay, Kojo Quartey, Kevin Thomas, Philip Wahr, Suzanne Wetzel, and Penny Dorcey (recording secretary)

Present Virtually: Janel Boss, Jack Burns Jr., Parmeshwar Coomar (Teams), Kevin Cooper, Valerie Culler, Kelly Heinzerling, Rick Hubbert (Teams), Barry Kinsey, Leon Letter, Linda Marsh, Gerald McCarty II, Joshua Myers, Tracy Perry, Tina Pillarelli, James Ross, Kevin Thomas, Linda Torbet, Joe Verkennes, Tracy Vogt, Wendy Wysocki, Grace Yackee

1. Chair Dowler called the meeting at 6:06 p.m.
 2. There were no delegations present.
 3. The Board agreed by unanimous consent to move items B. 4. a. (3) Resolution of Commendation – Ms. Julie Beste-Walz; and B. 4. a. (4) Resolution of Commendation – Mr. Victor Bellestri, from New Business to the Consent Agenda.
- B. 2. a. (1) 4. *It was moved by Mr. Hill and supported by Ms. Lambrix that the following items on the Consent Agenda be approved as presented:*
- B. 2. a. (1) Approval of minutes of the regular meeting of March 28, 2022
- B. 4. a. (3) *WHEREAS, Julie Beste-Walz earned her associate of applied science degree in Nuclear Engineering Technology from Monroe County Community College in 2016; and*
- WHEREAS, she became the first student from the MCCC Nuclear Engineering Technology program to be hired by DTE Energy and now serves as a licensing analyst at the company, working on a number of projects that include the Fermi 2 Power Plant license renewal and the Fermi 3 Combined Operating License Application, which has resulted in a Combined Operating License; and*
- WHEREAS, she also serves as the records and corrective actions coordinator for Major Enterprise Projects at DTE Energy; and*
- WHEREAS, she has earned two awards for performance excellence at DTE Energy and her Six Sigma Black Belt from the University of Michigan; and*
- WHEREAS, she has been very active in the Monroe County Community College community, serving as a keynote speaker at the State of the College event on behalf of MCCC President Dr. Kojo A. Quartey and volunteering her time to assist with the informational campaign about the college's 5-Year Maintenance and Improvement Millage; and*
- WHEREAS, she has served as secretary of the Michigan-Ohio American Nuclear Society, as well as treasurer on the society's executive committee for multiple years; is a member of the Women in Nuclear organization that is very active in educational math science outreach in Michigan schools; actively volunteered with St. Patrick School and the Ypsilanti Yankee Air Museum Rosie the Riveter Guinness Book of World*

Records event, and helped earn DTE Energy Foundation grants for these non-profit partners; and

WHEREAS, she is an active, working mother. She and her husband, Brian are the parents of two boys – Garrick, who earned his advanced welding certification at MCCC, and Graham, who is an 11th grader at Jefferson High School; and

WHEREAS, she volunteers her time to assist St. Anne’s Catholic Church, the Salvation Army, Military Families of Monroe County, the Monroe County Lake Erie Muskrat Run, the Humane Society of Monroe, Habitat for Humanity and Habitat Women Build events, and Jefferson High School; and

WHEREAS, she is a woman of great character and integrity who exemplifies the best of Monroe County Community College;

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes and congratulates Julie Beste-Walz on her accomplishments and accolades, and

THAT IT FURTHER BE RESOLVED, that the Board of Trustees honor her with the 2022 Monroe County Community College Alumnus of the Year Award and expresses its sincere gratitude and appreciation on this Monday, April 25, 2022.

- B. 4. a. (4) *WHEREAS, Victor Bellestri and his wife Bonnie have been donors to The Foundation since its inception, giving generously each of the past 23 years of its existence to causes benefitting the college; and*

WHEREAS, the Bellestri Family has supported capital campaigns with major gifts recognized by the naming of the La-Z-Boy Center Main Entry Vestibule, Career Technology Center Internet Café and most recently the endowment of a scholarship dedicated to assist students facing a financial emergency; and

WHEREAS, Mr. Bellestri has distinguished himself by more than financial generosity alone by joining The Foundation Board of Directors in 1999 as both an inaugural director and the board’s first elected treasurer; and

WHEREAS, his financial acumen skillfully guided the finance committee and board through many complicated financial issues, including the creation of an investment strategy, development of investment policy statement and the bi-annual assessment of The Foundation’s investment portfolio and wealth managers; and

WHEREAS, The Foundation sits on very solid financial footing thanks in great part to his leadership, with a net position now exceeding \$10,000,000; and

WHEREAS, he was elected chair of The Foundation in 2017, becoming only the second person to lead the board; and

WHEREAS, his stature, experience, calm demeanor and steady hand allowed for a smooth, effortless leadership transition; and

WHEREAS, his tenure as chair included some of the most challenging moments in the college’s history, and yet in the face of adversity he represented everything a chair should be: supportive, visionary, flexible and capable, and through his empowering leadership The Foundation thrived and grew; and

WHEREAS, few live, breathe and embody the mission of MCCC more than Mr. Bellestri, and he does so simply because he sees and appreciates the good the college does in the community he calls home; and

WHEREAS, he is so proud of his affiliation with MCCC that each December Mrs. Bellestri visits campus to buy her Christmas gifts for Mr. Bellestri from the campus store so he can sport the latest MCCC fashion; and

WHEREAS, he leads The Foundation Board of Directors with grace, dignity, generosity, humility, empathy, skill, compassion and intelligence and this college is incredibly fortunate to have him as a persuasive and passionate advocate for the mission of MCCC.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Mr. Victor S. Bellestri as the 2022 College Supporter of the Year in recognition of his past and continued support of Monroe County Community College, its students and the public; and

THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its sincere gratitude and congratulations to him on this Monday, April 25, 2022.

The motion carried unanimously.

4. New Business

- B. 4. a. (1) 5. *It was moved by Ms. Thayer and supported by Mr. Hill that the following resolution of commendation for Mr. Thomas Kleman be adopted:*

WHEREAS, Mr. Thomas Kleman, has decided to retire from his position as Power Systems Chief with Monroe County Community College, effective February 23, 2022, and

WHEREAS, he has given 25 years of dedicated service to the College, serving as a student assistant, Group I General Maintenance worker (both as a custodian and groundskeeper), Group III Power Systems Trainee, Group IV Power Systems Operator, and Group V Power Systems Chief, and

WHEREAS, he is a 2002 Summa Cum Laude graduate of Monroe County Community College earning an Associate of Applied Science degree and holds a high-pressure steam boiler operator's license and the Certified Building Operators (CBO) certification, and

WHEREAS, he has served as a mentor, role model and trainer for his co-workers and has helped to foster a high level of professionalism within the maintenance staff, and

WHEREAS, he has served in many leadership roles during his tenure at the College including: The Foundation at MCCC Board of Directors (2017-2018), Monroe County Community College Maintenance Association Vice-President (2014-2021), the Great Pumpkin Pursuit 5K Scholarship Fundraiser Committee (2010-2014), and the advisory committee for the selection of the engineer for the campus-wide geothermal system, and

WHEREAS, he has been a voice for change and innovation on campus, embracing and helping to implement numerous technological and mechanical updates including the geothermal system and the automation controls, and

WHEREAS, everyone associated with Monroe County Community College has benefited from the diligence and commitment he has put into his work on behalf of the College and its Mission, and

WHEREAS, he will be remembered as an admired co-worker and outstanding employee who demonstrated an impeccable work ethic, love of learning, and commitment to the College and its students.

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

THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for his continued success, well-being, and happiness on this Monday, April 25, 2022.

The motion carried unanimously.

- B. 4. a. (2) 6. *It was moved by Mr. Mason and supported by Ms. Thayer that the following resolution of commendation for Mr. Kevin Thomas be adopted:*

WHEREAS, Chef Kevin Thomas will retire from his position as Instructor of Culinary Arts and Foodservice Education at Monroe County Community College, effective May 6, 2022, and

WHEREAS, Chef Thomas has been an exceptional full-time faculty member at MCCC for almost 35 years and a valued and highly esteemed professor in the Business Division, and

WHEREAS, Chef Thomas has taught a wide variety of culinary courses, and

WHEREAS, Chef Thomas has created a positive work environment in numerous classes that has allowed students to develop academically as well as personally, serving them well both at MCCC and beyond, and

WHEREAS, Chef Thomas has hosted events for MCCC and the general community over the years through the culinary program, including community events, buffets, and the operation of Cuisine 1300, and

WHEREAS, Chef Thomas was awarded Faculty of the Year for 1990-1991 and will serve as the Honorary Grand Marshal for MCCC's graduation ceremonies this year, and

THEREFORE, BE IT RESOLVED that the Board of Trustees recognizes Chef Kevin Thomas for his dedicated service and contributions to his students and the community, and

BE IT DECIDED that by the President's recommendation, Chef Kevin Thomas shall hereby be granted faculty emeritus status, and

BE IT RECORDED that the Board of Trustees wishes for Chef Kevin Thomas continued success, good health, and happiness on this day, April 25, 2022.

The motion carried unanimously.

- B. 4. a. (3) 7. *It was moved by Ms. Thayer and supported by Mr. Mason. that Policy 4.02, College Parallel and Career Programs be approved as presented.*

The motion carried unanimously.

8. Chair Dowler took a moment to mention that the Board met off-site on Friday, April 22, 2022, for training at a Board study meeting. The Board had a retreat that was several hours long and the meeting was worth every second of the investment. Ms. Dowler stated that if she were to summarize the Trustees' work together, she would say it made them stronger, more aligned, and more collaborative. She said that they really challenged themselves as a Board and brainstormed about how they can serve the community in a greater and more impactful way in the positions to which they have been elected. She thanked the Board for their investment of time, energy, and brain power and thanked Dr. Quartey for his excellent engagement throughout the process and input. Ms. Dowler also thanked Penny Dorcey Executive Assistant to the President and Secretary to the Board of Trustees, for all of the miracles she worked to get the Trustees prepared for the retreat, and because there was a lot of work that went into preparing for offsite location, as well as for preparing the documentation.

Ms. Dowler said that as Board Chair, she wanted to let the trustees and the administration know that the Board will be establishing several ad hoc committees to begin the work they discussed talked at the retreat. One of the things that they will be working on is meeting efficiency. They want to be really purposeful about having good quality, high quality dialogue, and to work on strategic initiatives and activities. They will be purposeful about being clear and concise about presentations. Most

presentations will be held to five minutes or less unless the trustees have questions, and then they may go slightly over. This is respectful of not only the trustees time, but of the staff's time as well. She invited the administration to help them in that respect. She asked that presenters focus on the points that they want the trustees to take away from the meeting. Think about the key points they want to make sure the Board takes out of the room so that when they are out advocating on behalf of the College, and working with the community, the students, and residents that elected them, they can clearly articulate the key points of the presentation. Chair Dowler paused to thank those who participated in the retreat, and to give the administration and staff some insight into insight into the changes that come over the next months. These changes will not only be more respectful of the trustees' time, but have the staff's time as well. Chair Dowler also mentioned that the trustees would like hard copies of all presentations at least our days prior to the meeting so that presenters are not just reading them at the meeting. This will give the trustees time to digest the information and then the presenters can focus on the high points of the information.

- C. 3. a. (1) 9. President Quartey announced the following staff appointments, resignations, etc.

Staff Appointments:

Adam Wilson, Power Systems Trainee, effective April 11, 2022 (Replacing Thomas Kleman)

Jarrold Saum, Student Success Navigator—Retention & Completion, effective April 18, 2022 (replacing Damaris Sargent)

Resignations:

Nicholas Scheer, Payroll Accountant, effective April 8, 2022

AJ Fischer, Director of Financial Services, effective May 6, 2022

- C. 3. a. (2) 10. The Board received a note of appreciation from Ann Telfer for the memorial to Planned Pethood, sent at the passing of her husband, MCCC Professor Emeritus, Terry Telfer (enclosure)
- C. 3. a. (3) 11. Suzanne Wetzel, Vice President of Administration/Treasurer, gave the board an update on the General Fund Revenues and Expenses for the period ending March 31, 2022.

Ms. Wetzel reported that the state budget is still unsettled. There are three state budgets, the Governor's budget, the House budget, and the Senate budget. The Governor's budget is the most generous in terms of total funding. The House budget is the most generous in terms of base funding. Currently, we are holding with the Governor's budget and will adjust once Lansing sends us the final numbers.

Ms. Wetzel reported that the College closed on the Lewis Avenue property (3.36 acres). She and Dr. Quartey signed the paperwork on April 18th. The purchase was successful and Ms. Wetzel has updated the property transactions listing so that the trustees have a copy for their files, in terms of all MCCC's property.

Ms. Wetzel commented that MCCC owns approximately a little over 100 acres of farmland out on Dixon Road. Total holdings to date on main campus are just a little over 200 acres, Dixon Road is a little over 115 acres, and now Whitman property is at a little 28 acres. She says there is still one little piece missing for Dixon Road that needs to be figured out because there was a house on the property that was on a land contract, and the Board directed disposal of the asset. Ms. Wetzel will update the College records and the Board once she figures out the missing pieces. Ms. Wetzel will send a copy of the document she spoke from to Ms. Dorsey so that she can distribute it to all Board members for purposes of inclusion.

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

Dr. Quartey commented that as Ms. Wetzel mentioned earlier, the state budget hearings are ongoing with expected increases being anywhere between 3 percent and 10 percent. He shared a thank you letter from Victor Bellestri for being selected as College Supporter of the Year. Mr. Bellestri, also the Chair of The Foundation at MCCC, said that he was "breathtakingly overwhelmed" by the honor bestowed upon him and that there are "no words in the English language that are expressive enough, visual enough, heart-felt enough" or grand enough to express his feelings about receiving this award.

Mr. Bellestri's complete letter is part of the permanent Board file and can be obtained from the President's Office.

President Quartey went on to report that faculty negotiations are ongoing. Support staff negotiations have not yet started. Dr. Behrens is applying for Local College Access Network (LCAN) planning grant meeting. The last LCAN meeting took place on April 22nd. Work with the Ralph Wilson Foundation continues. Presidents are hoping to meet with the funders in May. Preparation for fall semester continues in earnest, with more classes expected to be face-to-face. A recent student survey shows that over 85 percent of students prefer some virtual format. COVID Testing Through LynxDx will end on May 6th, "due to low or no demand." The Board Retreat took place last Friday, April 22nd, with Dr. Pamila Fisher, consultant from ACCT.

Commencement takes place this Friday, April 29th for the first time in three years. Congressman Tim Walberg is the speaker. Last Thursday, Dr. Quartey spoke at Monroe High School's National Honor Society Induction Ceremony. Joshua Myers, Executive Director of The Foundation, received an unexpected check today from Donna Brett for \$131,000. Dr. Quartey is served on a panel this morning at the Toledo Metropolitan Council of Governments (TMACOG) General Assembly. Dr. Behrens also presented on Reconnect at the assembly.

- C. 3. b. (2) 13. Joe Verkennes, Director of Marketing and Communications, presented the Winter 2022 Enriching Lives Award to Janel Boss, Administrative Assistant to The Foundation and Marketing and Communications.

Other nominees included, Kessie Drouillard, Registrar's Office Assistant and Processor; Kristina Henry, Experiential Learning Coordinator; and Andy McCain, Program Coordinator Agricultural Operations.

- C. 4. a. (3) 14. Dr. Kevin Cooper, Dean of Sciences and Mathematics, summarized the activities of the Administrator Council over the past academic year.

Dr. Cooper mentioned that at the start of the year, Linda Torbet, Director of Human Resources, provided the Council members an Employee Relations training session, as well as training on Exempt versus Non- Exempt Employee Status. In October, Dr. Melissa Grey, Professor of Psychology, Edmund La Clair, Professor of History, and Barbara Mauter, Faculty Specialist Peer Tutor, presented a draft of the MCCC Land Acknowledgement. Also in the fall, Jeff Peters, Coordinator of e-Learning and Instructional Support, presented information on the renewal of MCCC's Brightspace contract. The Councils had the opportunity to give input on whether the renewal for this learning management system (LMS) would be for three years or five years.

Dr. Cooper went on to say that in November, prior to the Higher Learning Commission (HLC) visit, Dr. Ken Mohny presented modifications to the Instructional Assessment Plan, such as updating terminology, definitions, and data submission. That was the main focus of many of the Council meetings because they are so important for accreditation. Following on that theme, in January, Dr. Quri Wygonik, Director of Institutional Research, Planning and Accreditation, presented some information and helped with preparation for that visit. Post HLC visit Dr. Grace Yackee, Vice President of Instruction, presented the draft HLC focused visit team report, complete with observations and recommendations going forward.

In January, Dr. Scott Behrens and Peter Coomar, Dean of Applied Sciences and Engineering Technology, presented a draft of MCCC's Belonging Plan, which was updated per the Council's feedback, and then brought back to the Council for review and electronic vote. Back in the fall, Dr. Cooper presented a Grant Management Discussion after a request was made for a more structured process. As a result of the discussion on that topic, there was a recommendation to resurrect a flowchart for better progression, and to revise the policy and procedures surrounding Grant Management. Recently, Dr. Quri Wygonik presented the CCSSE Survey results, Barry Kinsey, Director of Workforce Development, led an informational discussion on lockdown in security measures. Dr. Cooper has also discussed security measures with Dr. Quartey during his one-on-one meetings. The idea of having security drills was discussed as was review and revision of the Emergency Response Plan.

- C. 4. b. (4) 15. Dr. Philip Wahr, Associate Professor of Biology, gave a brief update on the activities of the Faculty Council over the past academic year.

Dr. Wahr reported that Faculty Council has had six meetings this year, most of which were focused on the upcoming HLC focused visit on assessment. The first half of the year was basically all about the upcoming visit. The Council approved changes to instructional assessment plan, as well as the extension of the pilot course section assessment plan. They also approved the Diversity, Equity, and Inclusion Belonging Plan. In addition to the above, the faculty Council began two study groups, one to look at transfer degree requirements and review the current requirements for MCCC's transfer degrees, specifically the associate of arts and the associate of science degrees. The groups have met several times already and are expected to comeback to the full faculty Council in September for approval of their suggestions. Faculty Council also created a study group to look at the assessment process, in addition to what the Learning Assessment Committee (LAC) is already doing. The focus is to look more in depth at what other institution are doing and to review the additional institution assessment plans along with LAC, and to look at modes of assessment beyond what LAC is doing.

Dr. Quartey commended LAC on the tremendous amount of work they have done. Dr. Wahr commended Dr. Nicole Garner, Professor of Nursing, and Dr. Ken Mohny, Professor of Anthropology, who co-chair the committee. Also, recognized were all of the faculty who came together, Dr. Grace Yackee, and Dr. Quri Wygonik. In the end, the College received a positive report from the HLC visiting team.

In response to a question by Chair Dowler on the effectiveness of the council model, Dr. Kevin Cooper commented that he appreciates that items go to all three councils so that there is communication. Dr. Wahr added that he believes some do not go to the councils when they should. He would like to see more things go through the councils. Dr. Cooper also said that in terms of the Board meetings, the five-minute presentation rule keeps the information from becoming repetitive. He would like to see a similar rule for council presentations as well.

- C. 4. b. (5) 16. Wendy Wysocki, Professor of Business and Economics, gave a brief update on the activities of the Governance Evaluation Committee over the past academic year.

Ms. Wysocki, Professor of Business and Economics/Governance Evaluation Committee (GEC) Chair, reported that, in November, she met with Dr. Quri Wygonik to complete the committee's check-in as part of the strategic planning process. The Full committee met on March 29th. They discussed updates to the handbook, clarified the charge of the Strategic Planning Committee, and reviewed the progress he committee is making to address the top issues that were identified from the 2019 council model of shared governance survey. The governance model. The committee also completed its winter strategic planning check-in as well. From there, the committee continues to address those top priorities making sure that they are updating strategies and monitoring them. The GEC continually looks at ways to improve this dynamic model. Ms. Wysocki stated that she always looks forward to guiding the GEC as it continues to work on these tasks for next year.

Ms. Wysocki said that, in terms of the model's effectiveness, she believes the model works. With old model there were many committees that were not interacting, and this model has helped that. We continue to find ways we can make it better, but overall, I think it is progress towards the types of things we were trying to accomplish by switching to this model.

Chair Dowler commented that the council updates were great with good conversation and content. The feed back from presenters was terrific. All three council reports took a total of 12 minutes. After hearing these reports, she believes the receivers can articulate the key components of each presentation. She thanked Dr. Cooper, Dr. Wahr, and Ms. Wysocki.

- C. 4. b. (1) 17. Chair Dowler announced that the Board Study meeting is scheduled for June 6, 2022 at 5:00 p.m. Ms. Wetzel will hold a discussion of the 2022-23 Budget. The regular agenda is suspended for this meeting, and no votes will be taken nor will any business be transacted. All matters requiring a vote or any other action will be taken up at the next regularly scheduled meeting.

Ms. Dowler commented that as discussed at the retreat, if there are particular things that you have an interest in or that you feel you need to understand in a deeper

way, please send a request into her or Dr. Quartey, and they will make sure that Ms. Wetzel gets particularly prepared in those areas.

18. Dr. Quartey took a moment to point out the Michigan Reconnect signs in the room. Dr. Behrens commented that, all employees of the College need to work together and reach out to find possible reconnect students. Surprisingly, there are still many people in the county who have not heard about this program for free college. He asked that the trustees please each take a sign and post in their areas. Area non-profits have received flyers the county high schools at the LCAN meeting agreed to send flyer to every student's parents.

C. 4. b. (4) 19. Chair Dowler noted the upcoming events.

C. 4. b. (5) 20. *It was moved by Mr. Mason and supported by Ms. Lambrix that the meeting be adjourned.*

The motion carried and the meeting adjourned at 6:58 p.m.

Respectfully submitted,

Lynette M. Dowler
Chair

Krista K. Lambrix
Secretary

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These minutes were approved at the May 23, 2022 regular meeting of the Board of Trustees.