

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

The Board Room, Z-203/  
via Microsoft Teams Meeting  
6:00 p.m., May 23, 2022

This meeting was a hybrid meeting.

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

Not Present: Lynette M. Dowler

Also Present: Scott Behrens, Brian Lay, Kojo Quartey, 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. Vice Chair, Aaron Mason called the meeting at 6:00 p.m.
  2. There were no delegations present.
  3. The Board agreed by unanimous consent to move item B. 4. a. (5) Resolution of Commendation – Ms. Susan Hoffer from New Business to the Consent Agenda.
- B. 2. a. (1) 4. *It was moved by Ms. Thayer and supported by Mr. Hill that the following items on the Consent Agenda be approved as presented:*
- B. 2. a. (1) Approval of minutes of the special meeting of April 22, 2022 and the regular meeting of April 25, 2022 of the Board of Trustees
- B. 4. a. (5) WHEREAS, Ms. Susan Hoffer, has decided to retire from her position as General Maintenance Worker with Monroe County Community College, effective July 31, 2022, and
- WHEREAS, for 17 years she has been considered an outstanding employee who has helped to foster an excellent maintenance program in the Campus Planning and Facilities Department, and
- WHEREAS, she has maintained buildings and grounds with a variety of licenses and certifications over the years that have been invaluable to the upkeep and operations of the College, and
- WHEREAS, she has served as a mentor, role model and trainer for her co-workers and has helped to foster a high level of professionalism within the maintenance staff, and
- WHEREAS, she was selected as the Fall 2013 Enriching Lives Performance Award recipient by the faculty and staff for her commitment to the College and our students and the example she provides in incorporating the MCCC Mission, Vision and Values into her daily work activities, and
- WHEREAS, she has generously shared her time and talent serving on numerous MCCC committees including the Employee Engagement Committee, Diversity Committee, and the Staff Development Committee, and
- THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Ms. Susan Hoffer, for her 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 her continued success, well-being, and happiness on this Monday, May 23, 2022.

The motion carried unanimously.

4. New Business

- B. 4. a. (1) 5. *It was moved by Mr. Hill and supported by Ms. Thayer that the Board authorizes the President to execute a first-year probationary administrative contract to:*

*James LeDuc, Dean of Humanities and Social Sciences  
First-Year Probationary Contract  
Effective May 31, 2022 through June 30, 2023.*

The motion carried unanimously.

- B. 4. a. (2) 6. *It was moved by Mr. Hill and supported by Ms. Lambrix that the Board authorizes the President to execute a first-year probationary faculty contract to:*

*Elizabeth Hartig, Faculty Reference Librarian Public Services  
First-Year Probationary Contract  
Effective August 15, 2022 through June 30, 2023*

The motion carried unanimously.

- B. 4. a. (3) 7. *It was moved by Mr. Hill and supported by Mr. Bruck that the Board approve the revised 2021-2022 Budget as presented.*

Ms. Wetzel gave the trustees a 2021-2022 Revised Budget handout. The transfer being proposed is moving funds from the Hurd Road sale out of the endowment fund and into to the General Fund to pay for the property on Lewis Avenue. The total price of the 3.36 acres is \$149,747. The request is to transfer out \$164,597. Of that, \$149,747 is going to the General Fund and the remaining \$14,850 goes to the Maintenance and Replacement Fund. Going into this fiscal year there was still \$262,720.75 remaining from the Hurd Road sale. That leaves \$112,973,75 in that account.

The motion carried unanimously.

- B. 4. a. (4) 8. *It was moved by Mr. Bruck and supported by Ms. Buchanan that the following Monroe County Community College building names be updated as follows:*

*Campbell Academic Center  
Warrick Student Center  
Facilities Complex.*

Ms. Wetzel explained that last October, Joe Verkennes led a Campus Signage task force that put a Request for Proposal (RFP) together for campus wayfinding. That discussion led to an in-depth discussion of building names and how to put those names on new signage that is going to be incorporated throughout campus. There were three buildings/areas that came up as possible candidates for name updates. Cabinet approved the creation of a Building Name Taskforce. There were 12 individuals who served on the taskforce, representing support staff, faculty, administration, and professional staff. The three recommendations are Campbell Academic Center, Warrick Student Center, and Facilities Complex.

The motion carried unanimously.

- C. 3. a. (1) 9. President Quartey announced the following staff appointment Probationary Administrative Contract, Probationary Faculty Contract, Retirement, etc.

Staff Appointment:

Jessica Gennety, Payroll Accountant, effective June 6, 2022 (replacing Nicholas Scheer)

1<sup>st</sup> Year Probationary Administrative Contract:

James LeDuc, Dean of Humanities and Social Sciences, effective May 31, 2022  
(replacing Paul Hedeem)

1<sup>st</sup> Year Probationary Faculty Contract:

Elizabeth Hartig, Faculty Reference Librarian Public Services, effective  
August 15, 2022 (replacing Cynthia Yonovich)

Retirement:

Susan Hoffer, General Maintenance Worker, effective July 31, 2022

- C. 3. a. (2) 10. Suzanne Wetzel, Vice President of Administration/Treasurer, gave the board an update on the General Fund Revenues and Expenses for the period ending April 30, 2022.

Ms. Wetzel, Vice President of Administration and Treasurer, handed out a corrected copy of the Statement and reported that, the current statement of general fund revenues and expenses numbers are similar to last year at this time and the budget is on schedule. Ms. Wetzel recently met with the college auditors who will begin their pre-audit work at the end of June. They will review payroll files on June 20<sup>th</sup> and the preliminary audit begins June 27<sup>th</sup> and goes through July 1<sup>st</sup>, The Foundation audit will take place on campus on August 22<sup>nd</sup> and the College audit starts on September 18<sup>th</sup>, followed by the Financial Aid audit, which runs September 19<sup>th</sup> through the 23<sup>rd</sup> with Plant Moran. Ms. Wetzel added that Matt Hehl from Cooley Hehl Sabo & Calkins informed her that this year he will still be the partner on MCCC's audit; Sarah Rafko will take a larger role in the audit.

Ms. Wetzel announced that work continues on the 22/23 budget and everything is going well. She went on to report that the construction on the Campbell Academic Center (formerly the Campbell Learning Resources Center) is on schedule and completion of the work is expected in early June. The final piece will be to pass the final fire inspection.

Ms. Wetzel said that the Foundation is planning an open house for the Campbell Academic Center and Founders Hall on August 12<sup>th</sup> and 13<sup>th</sup>. More details will be forthcoming.

- C. 3. a. (3) 11. The Board received an update on the Strategic Plan from Dr. Quri Wygonik, Director of Institutional Research, Planning and Accreditation, and Joe Verkennes, Director of Marketing and Communication.

Mr. Verkennes gave a brief background of the strategic planning process, which began in 2019 following an update to the mission, vision, and values. The Board adopted the Strategic Plan goals and objectives in February 2020. In November 2020, Mr. Verkennes and Ms. Wygonik presented more than 50 Strategic Planning tactics and timelines to the Board and then immediately began work on implementation. The Board also approved an extension of the plan from three years to five years to ensure that there was enough time to complete all tactics and conduct proper evaluation. The Board approved an update of Objective 3.5, "Create a Culture of Diversity, Equity and Inclusion" in January 2021 at which time five tactics were added.

Mr. Verkennes reviewed the major goals of the Strategic Plan, *Student Access and Success, Relevant and Innovative Education*, and *Create a Student-focused Environment*. He explained that each tactic falls under one of these goals and they all support one of the objectives of the plan. Mr. Verkennes reviewed the Strategic Planning Tactics that are now completed or partially completed. Mr. Verkennes noted that significant progress has been made, especially in the areas of "academic advising" and "creating pathways".

Ms. Wygonik gave an update on several tactics that have been given extended timelines and explained the check-in process, which holds individuals accountable for completing the tactics within their purview. Through those check-ins, the strategic planning team can identify barriers to implementation or completion of the work. The check-ins are submitted electronically to the institutional research office and then that office updates and maintains a database of all the activity on the projects. This data will be readily available to the Higher Learning Commission when they visit next year. The data will also make a nice internal working document.

Ms. Wygonik reported on a couple of things that were identified in the last strategic planning cycle, most of which fall under instruction (Student choice modality option; Structured online pathways development; Standardized Brightspace course elements; Deans' comprehensive review of programs; Expansion of experiential learning opportunities; Analysis of course transfer inventory to top 4 transfer partners; Gap analysis of articulation agreements; and Review and align general education requirements with Michigan Transfer Agreement). Timelines are extended when the individuals accountable for the tactics indicate they need one more semester to complete their work beyond the time originally allotted to them. Another area that requested an extension is Shared Governance. The Governance Evaluation Committee is working on implementing strategies to improve employee satisfaction with Shared Governance model. This fall they will deliver training to employees on how to use the shared governance system. The number of standing committees have increased slightly as well, and the GEC plan to conduct another survey this fall to continue to improve the model based on the feedback of staff. The PowerPoint Presentation for this report is part of the permanent Board file and can be obtained from the President's office.

- C. 3. b. (1) 12. Phillip Borawski, Information Systems Technician/Staff Council Chair gave a brief update on the activities of the Staff Council over the past academic year.

Mr. Borawski explained that he was voted in as Staff Council Chair in August of 2021. The council has had five meetings since then and they have received five *Information Items* and one *Request for Input*. The group also considered one *Request for Action* regarding the *DEI Belonging Plan*, which the staff supported unanimously. All full and part-time staff and maintenance employees belong to the Staff Council. Over the past year the council has lost 19 members and gained 17 new members.

- C. 3. b. (1) 13. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey reported that budget hearings are ongoing in Lansing. Dr. Quartey was at a Legislative Luncheon this afternoon with Senator Dale Zorn. There are three different budgets that are being finalized, one for the house, one for the senate and one for the governor. The legislature is going to convene a conference committee to discuss the budgets. Faculty negotiations are ongoing. The Ralph Wilson Foundation work is ongoing. Dr. Scott Behrens, Vice President of Enrollment Management and Student Success, and Cajetan D'Cunha have been working on the related grant application, which is due on May 31<sup>st</sup>. Preparation for the fall semester continues. Summer school is beginning soon and enrollment is slightly down about 7 percent. Renovations to the Campbell Academic Building are ongoing. The College's internal budget is almost complete and the Board will hear more about that at the June 6<sup>th</sup> study meeting. The CTE Hub concept is ongoing. Summer camps are returning for the first time in three years. Dr. Quartey invited the Trustees to sign in to the President's State of the College Address, tomorrow at 7:30 a.m., via Zoom. Dr. Quartey has been involved in several presentations in the State for MCCA Leadership Academy and out of state for the Toledo Metropolitan Area Council of Governments (TMACOG) and Morgan State University. President Quartey noted that the Monroe News has been very kind to him allowing him to continue to write various articles in a prime spot on Sundays. Various partnerships and collaborations continue. The minutes of the April 22<sup>nd</sup> Board retreat is included in the Board packet. The Michigan Community College Association Board of Directors took place last Thursday and Friday. Dr. Quartey sent the Higher Learning Committee (HLC) Assessment report to the Board on April 14<sup>th</sup>.

- C. 3. b. (2) 14. 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) 15. Trustee, Mary Kay Thayer and President Quartey reported out on the Michigan Community College Association (MCCA) Board of Directors Meeting, held on May 19-20, 2022 at Schoolcraft College.

Ms. Thayer began by commending the Strategic Planning Committee, and thanked Dr. Wygonik and Mr. Verkennes for their leadership of this standing committee. MCCC's strategic plan is well ahead of other colleges in the state.

She reported the consensus revenue conference met last Friday. The fiscal agencies are trying to protect Michigan to end a 2022 \$6 million surplus. The forecast is higher than the projections made in January. The Michigan Reconnect Program which currently starts with Adults 24 years of age or older, is working on dropping that age to adults 21 and older. The House Education Committee reported that they would allow early middle college students to participate in athletics during their 5<sup>th</sup> year at the college. Governor Gretchen Whitmer is looking at a plan called Caring for Michigan. This goal of this program is to put \$100 million into 1,000 childcare programs. This will also be open to colleges. The Michigan Center for Student Success has been busy working on pathways projects, with a focus on awarding academic credit, industry credentials, and military credentials. The funding for the Michigan New Jobs Training Program (MNJTP) looks like it is going to be increased from \$15 million to \$100 million. Ms. Thayer said that the Federal Legislative Department has released HERRF funds for the American Rescue Plan to invest in student mental health support. Also, Pell Grant recipients with very low incomes will now qualify for high-speed Internet subsidies. Ms. Thayer noted that, after the above discussions the rest of the time was spent on the MCCA's strategic July to continue their work on the plan.

Dr. Quartey added the MCCA Board of Directors did break up into small groups and one of the questions in his group was, at what point does the MCCA take a political position? A few institutions are in favor of taking such positions. Those present agreed that they also need to consider threats. If a piece of legislation is a threat to even one community college, then all of the association colleges need to speak up. If a piece of legislation benefits all of the MCCA colleges that is fine, but if there is an issue that threatens even one college then the whole association needs to speak up. A "threat to one" will become part of the new strategic plan. Had the colleges known more about the cross-border dual enrollment legislation it never would have received MCCA's approval. This type of situation should never happen again.

In closing, Ms. Thayer added that the MCCA sent invitations out to the three state tribal colleges to see if they would like to join the association and to date two have accepted and the other is still considering the offer.

- C. 4. b. (2) 16. Chair Dowler noted the upcoming events.
- C. 4. b. (5) 17. *It was moved by Mr. Hill and supported by Ms. Lambrix that the meeting be adjourned.*

The motion carried and the meeting adjourned at 6:51 p.m.

Respectfully submitted,

Lynette M. Dowler  
Chair

Krista K. Lambrix  
Secretary

pd/

These minutes were approved at the June 20, 2022 regular meeting of the Board of Trustees.