

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

Monroe County Community College
Warrick Student Center, Dining Room
1555 S. Raisinville Rd
Monroe, MI 48161
5:30 p.m., June 20, 2023

Present: Florence M. Buchanan, Lynette Dowler, Julie Edwards, Nicole R. Goodman, Krista K. Lambrix, Aaron N. Mason, Mary Kay Thayer

Also Present: Scott Behrens, Dana Blair, Curtis Creagh, Gerald McCarty, Joshua Meyers, Kojo Quartey, Linda Torbet, Grace Yackee, Penny Dorcey (recording secretary – virtual attendance)

1. Chair Aaron Mason called the meeting at 5:39 p.m. and suspended the regular order of business to conduct the public hearing on the 2022-23 budget and reaffirm the millage rates to be levied for the operating purposes for the 2022-23 fiscal year as 2.1794 mills of ad valorem property taxes and that the millage rate to be levied for facilities/infrastructure improvements for the 2022-23 fiscal year as .85 mill ad valorem property tax.

Chair Mason declared the public hearing adjourned at 5:42 p.m. and the Board began its regular meeting.

2. There were no delegations present.

B. 2. a. (1) 3. *It was moved by Ms. Thayer and supported by Ms. Lambrix that the following items on the Consent Agenda be approved as presented:*

- B. 2. a. (1) Approval of the May 22, 2023 minutes of the regular meeting and the June 5, 2023 minutes of the study meeting of the Board of Trustees
- B. 2. a. (2) Authorization for the President to Execute an Administrative Contract – Anthony Quinn
- B. 2. a. (3) Authorization for the President to Execute an Administrative Contract – Dana Blair
- B. 2. a. (4) Authorization for the President to Execute a one-year Professional Staff Contract – Linda Roberts
- B. 2. a. (5) Authorization for the President to Execute a one-year Professional Staff Contract – Kristin Iacopelli
- B. 2. a. (6) Board Authorization for President to Execute an Administrative Contract – Beverly Tomek
- B. 2. a. (7) Proposed Policy Revision – Policy 2.19, Management Salary Schedule
- B. 2. a. (8) Proposed Policy Revision – Policy 11.00, Adjunct Faculty Salary Schedule (enclosure)
- B. 2. a. (9) Proposed Policy Revision – Policy 12.05, Professional Staff Salary Schedule (enclosure)
- B. 2. a. (10) Approval of Group Three Director Appointments

Recommended motion: *“that the following individuals being recommended by The Foundation at MCCC Board of Directors be approved by the MCCC Board of*

Trustees for appointment as Group Three Directors (Directors at Large), pursuant to Section 5.4 of the Bylaws of The Foundation at Monroe County Community College:

Three-Year Terms Expiring December 31, 2025
Dr. Andrew Assenmacher
Ms. Ann DeCarlo

Dr. Scott Johnson.

The motion carried unanimously.

3. Old Business

None

4. New Business

- B. 4. a. (1) 4. *It was moved by Ms. Buchanan and supported by Ms. Goodman that the Board adopt the following resolution of commendation for Mrs. Annette Kiebler:*

WHEREAS, Annette Kiebler has decided to retire from the position of Assistant to the Vice President of Instruction at Monroe County Community College, effective July 1, 2023, and

WHEREAS, she has been providing outstanding service to students, staff, and faculty at Monroe County Community College for nearly fifteen years in her current position and previously in the position of Administrative Assistant to the Dean of Corporate and Community Services, and

WHEREAS, she has shared her expertise and technical, administrative, and social skills to mentor division administrative assistants and coordinators, and

WHEREAS, she has taken leadership roles in the implementation of large Instructional Area and College projects such as the faculty handbook, semester schedules, and the recent Acalog and Curriculog electronic catalog project, and

WHEREAS, she has interacted with the Monroe County community and other external stakeholders in a way that consistently represented the College in a positive light, and

WHEREAS, she diligently served on Support Staff Council and numerous College committees, employee search teams, task forces, and work groups dedicated to the improvement of services, processes, procedures, and the overall well-being of the college, and

WHEREAS, she has graciously volunteered countless hours in support of activities such as the Auto Show, Antiques in April, Family Fun Night, Commencement, Monroe County Fair, YMCA Corporate Cup, and several others, and

WHEREAS, she is a person of great character displaying competency and an extremely positive attitude while consistently contributing wholeheartedly to the mission of the college, and

WHEREAS, she is among the first to receive the MCCC Enriching Lives Performance Award in recognition of her commitment and examples of how she incorporates the MCCC Mission, Vision, and Values in her daily work, and

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Mrs. Annette Kiebler for her dedicated service and contributions to the college, its 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 Tuesday, June 20, 2023.

The motion carried Unanimously

5. Trustee Florence Buchanan's last day is September 1, 2023. The Board has 30 days to replace Trustee Buchanan. The full Board will meet to narrow down the applicant pool if necessary, and then go through the interview process with the remaining candidates. We can advertise five days in advance of September 1st. September 1st is the deadline for applicants so that the Board has time to review the resumes.

- B. 4. a. (2) 6. *It was moved by Ms. Lambrix and supported by Ms. Edwards that the schedule*

of meetings of the Board of Trustees for the fiscal year 2023-24 be adopted as follows:

Time: 5:30 p.m. Place: Board of Room, Z-203 La-Z-Boy Center*

**The April 22, 2024, meeting will be held at the MCCC Whitman Center, 7777 Lewis Avenue, Temperance, Michigan.*

Monday, September 25, 2023 Monday, March 25, 2024

*Monday, October 23, 2023 *Monday, April 22, 2024 (Whitman)*

Monday, November 27, 2023 Monday, May 20, 2024

Monday, January 22, 2024 Monday, June 24, 2024.

Monday, February 26, 2024

- B. 4. a. (3) 7. *It was moved by Ms. Edwards and supported by Ms. Lambrix that the following individuals be designated to represent the Board before the Michigan Community College Association Board of Directors for the 2023-24*

<i>Trustee Director</i>	<i>Mary Kay Thayer</i>
<i>Alternate Trustee Director</i>	<i>Nicole R. Goodman</i>
<i>President Director</i>	<i>Dr. Kojo A. Quartey.</i>

- B. 4. a. (4) 8. *It was moved by Ms. Buchanan and supported by Ms. Lambrix that the 2023-24 MCCC budget be approved as presented and that the millage to be levied for operating purposes for the 2023-24 fiscal year be reaffirmed as 2.1794 mills of ad valorem property tax and that the millage rate to be levied for facilities/infrastructure improvements for the 2023-24 fiscal year be reaffirmed as .85 mills of ad valorem property tax, with the caveat of moving the D3C3 grant out of the federal funds and into a private grant fund.*

Curtis Creagh presented the 2023-24 proposed budget, which is included in the Board packet. Many people were involved in the process and he thanked the staff and others who have helped pull the budget together. More limited this time. Mr. Creagh announced that he and Dana Blair, Director of Financial Services, have already begun to gather the documents for next year.

The budget process begins in December. The fiscal year runs from July 1st through June 30th of the following year. A chronology of the budget process is included on page 1 of the 2023-24 Proposed Budget Book.

Mr. Creagh reviewed the various fund definitions, specifically what goes into those funds. Also included in the packet is a single sheet at the beginning of the budget book, which is the total budget (\$50.6 million) the Board is being asked to approve for the 2023-24 fiscal year. Tonight Mr. Creagh is using 11 different funds in his presentation:

- **General Fund (01 Fund)** – Used to record and report transactions related to academic and instructional programs and their administration (the operating fund).
- **Retirement Designated Fund (02 Fund)** – Used to record and report the MPSERS UAAL (Unfunded Actuarial Accrued Liability) Rate Stabilization and the College's proportional share of the MPSERS net pension liability.
- **Designated Fund (20 Fund)** – Used to record and report the cost of campus technology equipment and software.
- **Auxiliary Fund (31, 33, 35 Funds)** – Used to account for transactions of those activities that deliver a product or perform a service to students, community, or staff and are essential elements in support of the educational program (bookstore, food service, childcare, campus/community events).
- **Restricted Fund (41, 42, 43, 45, 46, 47 Funds)** – Used to account for transactions resulting from revenues received by the College from outside donors or agencies, in which the College does not have absolute control over the expenses (Federal, state, and other grants and gifts).
- **Student Loan Fund (59 Fund)** – Used to account for loans made to students to assist them in meeting various college expenses including both restricted and unrestricted student loans.
- **Endowment Fund (61, 62 Funds)** – Used to account for gifts of which the principal may not be expended. Two types of endowments are reported in

this fund: true endowments (principal must stay intact) and quasi-endowments.

- **Unexpended Plant Fund (71 Fund)** – Used to account for the construction of new facilities.
- **DTMB Project Fund (72 Fund)** – Used to account for the revenue and expenses associated with the renovation and addition to the East and West Technology Buildings.
- **Maintenance and Replacement Fund (80 Fund)** – Used to account for major repairs and maintenance of College facilities.
- **Millage Maintenance and Replacement Fund (81 Fund)** – Used to account for maintenance and renovation projects funded through the 5-Year Maintenance and Improvement Millage.
- **Physical Properties Fund (89 Fund)** – Used to account for the value of all land, land improvements, buildings, building improvements, and equipment owned by the College. This fund is used to capitalize and depreciate these assets.

Specific details for each fund can be found in the 2023-24 Proposed Budget Book at [https://www.monroeccc.edu/sites/default/files/finance/2023-24 Proposed%20 Budget Book.pdf](https://www.monroeccc.edu/sites/default/files/finance/2023-24%20Proposed%20Budget%20Book.pdf).

Also included in the Budget Book is a single sheet with the total budget numbers (Page 5).

The approved budget can be viewed at <https://www.monroeccc.edu/sites/default/files/finance/2023-2024-Approved-Budget.pdf>.

Dr. Quartey announced that the Finance team plans to bring the budget to the Board in May next year rather than in June.
The motion carried unanimously.

C. Information and Proposals

1. Delegation
NONE
2. Non-staff Communications and Reports
NONE
3. President and Staff

- C. 3. a. (1) 9. President Quartey announced the following probationary administrative contract, non-continuing contract renewal, etc.

Staff Appointment:

Martin Humphreys, Institutional Research Analyst, effective June 26, 2023
(replacing Brianna Pio)

Alia Pilcher, Division Coordinator, effective June 26, 2023 (replacing Rachel Eagle)

Promotion/Position Upgrade:

Linda Roberts, Assistant Registrar, effective May 1, 2023 (new position;
Moved from Coordinator of Records and Registration-Support Staff, to
Professional Staff, salaried)

One-Year Probationary Professional Staff Contract:

Kristin Iacopelli, Grant Manager, effective June 1, 2023 through May 31, 2024
(new position)

2nd Year Probationary Administrative Contract:

Dana Blair, Director of Financial Services, effective July 1, 2023 through June 30, 2024

1st Year Probationary Administrative Contract:

Beverly Tomek, Dean of Humanities and Social Sciences, effective July 10, 2023 (replacing James La Duc)

Non-continuing Contract Renewal:

Anthony Quinn, Director of Upward Bound, effective August 31, 2023 through September 1, 2024 (Title III Grant position)

Retirement

Ann Gerweck, Administrative Assistant to the Vice President of Enrollment Management and Student Success, effective August 31, 2023

- C. 3. a. (2) 10. The Board received a Statement of General Fund Revenues and Expenses for the period ending May 31, 2023.

Curtis Creagh, Vice President of Finance and Administration, reported that the budget is at 92 percent and revenues are \$26.8 million as of May 31, which is above our target. Property is higher than anticipated, as is the Other category, which is roughly about 99 percent of the revenue as compared to 92 percent year-to-year.

Expenses are at \$20.7 million, or 77 percent, compared to 43 percent last year. Total expenses and transfers are slightly above \$60 million. When looking at the total in categories we are still below what was budgeted to spend this year.

- C. 3. b. (1) 11. President Quartey reported that negotiations are proceeding and we are almost at a point of consensus with the faculty. Negotiations also continue with the Support Staff, and progress is being made.

The capital outlay battle is ongoing. Last week, Trustee Nicole Goodman, Kim Lindquist, Dean of Health Sciences, Josh Myers, Executive Director of The Foundation and I were in Lansing to meet with Representative Price, Chair of the Joint Capital Outlay Committee, as well as Sandy Johnson our lobbyist. Rep. Price indicated that MCCA would not be included in the capital outlay request, however, there is a possibility of “item funding” (a much lower amount). Yesterday, Dean Kim Lindquist, Dan Wood, Criminal Justice Instructor, and I met with Senator Joe Bellino, he indicated that there is a possibility of additional funding from “immediate effect” funding. He will advocate for that. Today, Dr. Quartey was at Oakland University as part of D3C3, where he spoke to the president of MCCA, Brandy Johnson. She indicated that “item funding” is a fairly secure possibility. We will have to wait and see, as negotiations in Lansing are still ongoing.

Preparations for the October HLC visit continue in earnest, with reports near completion by all teams and writers. Check-in visits are occurring at least weekly. He thanked Quri Wygonik, Director of Institutional Research, and Accreditation, and all the staff for their hard work on this project.

Our budget has been completed, and a copy is included in your Board packet. Curtis Creagh, Vice President of Finance and Administration will present the budget later this evening. Our intention is to present this perhaps a month earlier next year.

Last week, the “Husky Hype-Up” program took place. This is a summer bridge program to prepare students to become college-ready for the fall. The program is funded by the State. There were 22 students enrolled from almost all area high schools in the county. Dr. Yackee commented that there were several faculty and staff who participated in that grant program, which is the Academic Catch-Up Grant. The program is specifically designed for the instruction of high school students who experience academic gaps as a result of being moved online during COVID. Students have to show under-preparedness and be deemed for remediation. The goal is to instruct those students through non-credited developmental coursework. The faculty involved in the College 145, First Year Experience are Kristen Iocapelli, adjunct faculty, Jenna Bazzell, Assistant Professor of English, who is the instructor for the Creative Writing, two adjunct math faculty, Sandra Cichewicz for the online developmental math, and Jill Wilson the on-campus developmental math. Students go through two days of orientation and receive free materials for the course including a state-funded laptop. The program runs for eight weeks. Katie Novak, Director of Enrollment was crucial in the recruitment for this program. Feedback has been positive.

President Quartey went on to report on the Upward Bound summer program that started yesterday. Approximately 110 students are participating from three schools

Airport, Jefferson, and Monroe. Yesterday, the Criminal Justice/Law Enforcement Academy began on campus, under the leadership of Dan Wood, Assistant Professor of Criminal Justice. There are 21 students in the program. Numerous summer camps are also in progress.

The next edition of the MCCC history book, which is being written by Thomas Adamich, is nearing completion. Cajetan D'Cunha, Grant Writer, Josh Myers, and President Quarthey have an upcoming meeting with the Ballmer Group, a philanthropic organization, which normally does not fund Monroe County.

Numerous staff positions have been upgraded and reclassified, even as negotiations continue. There are several new hires due to grant funding. The MCCA presidents' meeting was held at Ferris State University last week. There are many ongoing community activities and partnership meetings.

4. Board Member and Committee Reports

- C. 4. b. (1) 12. Trustee Thayer gave the Board a brief update on the Michigan Community College Association (MCCA) Board of Directors meeting, held May 18-19, 2023. Well worth the trip. There was a really good discussion on the MCCA discussion and by them dividing the MCCA and the MCCA Foundation, there will be no increase in the membership fees; however, expenses are high. There was also discussion on the different ways to help our students not need remedial instruction. The new structure for the executive board and the election was also discussed.
- C. 4. b. (2) 13. Chair Mason announced the upcoming events. President Quarthey mentioned that the LPN accreditation visit was missing from the list. The date of the visit is September 19-21, 2023.
- C. 4. b. (3) 14. Chair Mason introduced Dr. Pamila Fisher from the Association of Community College Trustees who was invited to facilitate the discussion of the Board Self-Evaluation.

Dr. Fisher commended the Trustees for their hard work as a Board. Colleagues around the country agree that this a tough time to be a governing board member. She commented that the fact that they take the time to not only do the job, but also believe how they do it, is important.

Dr. Fisher asked the Board to take a few minutes to reflect on what they have accomplished over the last year. The work she has done with the Board over the last year and a half has focused on best practices that help them be an effective board. Part of those best practices are conducting a board self-assessment and conducting a president's evaluation. This is evidence that the Board is implementing those best practices. She reminded the Board that that the survey instruments for both the Board and the President's assessment are just tools that help start a dialog about how well they are doing, how pleased they are with what they are doing, or if they need to do some things a little differently.

Dr. Fisher talked briefly about the importance of the upcoming accreditation visit. Accreditation is one of the most significant things that happens to determine the future of an institution. There are standards that institutions are expected to meet. The college provides evidence that they have met the standards. The visitors come to see if the college told the truth. The consequences for not telling the truth, or if the truth is negative, are severe. Dr. Fisher emphasized that part of the standards for accreditation are about the governing board. There are seven commissions across the country. The experience of all seven commissions suggests that sometimes colleges get into trouble because of the board's performance. Each commission has a set of standard set of guidelines regarding what effective boards do. One of those standards is conducting a meaningful board self-assessment. At our last retreat, you agreed to work on a formal policy stating that the Board does self-assessment, as well as a timeline. Those things are still in process. It would be ideal to have those items completed before the accreditation visit. The visiting team will want to know you have a policy, that you do self-assessment, what came out of the assessment, and what the board did as a result of the information. Those things should lead to the Board's priorities for the coming year. A year later, you come back and evaluate what you did with those priorities.

Dr. Fisher asked the Trustees to reflect for just a minute about the board's performance over the past year and then share a few words on how they feel about it. After the reflection, Dr. Fisher commented that all of the trustees effectively summarized much of what they wrote on the formal Board self-assessment. She said that she sees a group that shares a commitment to the College, understands that their role is important, but also understands that they still have more to learn. The word "organization" was also a common term. Board organization might be a good topic for a Board workshop to explore what the Board means by that and how it would look if implemented. Other themes include better communication, more meaningful engagement by the board with each other and with your president.

Dr. Fisher again confirmed that the Trustee's verbal comments reflect the assessment document. Another observation is that when looking at the general scores, one trustee one member has consistently rated the board much lower than everybody else throughout the survey. So that that's a different perspective. Another observation is that each person approaches assessment differently. For example, on a scale of one to five where five is the highest and one is the lowest, what does three mean? Is "meets expectations" good, or acceptable, or mediocre? The Board needs to define this so all seven trustees define it the same way.

Dr. Fisher brought some inconsistencies in scoring to the Board's attention. some scoring is high and some low on questions that are related, so it's hard to determine whether the Board feels positive or negative about the topic. Some responses are related to the administration and not the Board. The Board self-assessment is about the Board, not the President or the administration. She commented that professional development is helpful to boards. Dr. Fisher stated that a board's vision for itself should be to strive for all fives, to work toward really understanding the policies they are spending time talking about, and to stay away from the administrative things. She said that she cannot think of a higher set of criteria for an effective board than to be able to do these things, along with their fiduciary responsibility and their responsibility to hire, support, and evaluate your president.

- C .3 .b (2) 15. Linda Torbet, Director of Human Resources, gave the Board a brief update on Faculty and Staff negotiations.

Faculty and the District team met June 9th for about 14 hours on Friday, June 9. The session ended about 1:30 a.m., and included both negotiating teams, the lawyer and the mediator. Ms. Torbet believes both sides are getting close to a resolution. Dr. Grace Yackee, Vice President of Instruction, and Ms. Torbet are have a Microsoft Teams meeting tomorrow with the two lead negotiators and are hoping to wrap up the details of a package. Packages take longer than articles, and the package is quite full.

Ms. Torbet moved on to support staff negotiations. The negotiation teams meet every other week for a couple of hours. They are currently working on economics. Support staff has provided has provided management with a wage proposal, and administration has given a counterweight proposal. Ms. Torbet mentioned that they have about three articles on economics left to work out and will be looking at packaging. In all, negotiations are moving along.

16. *It was moved by Ms. Lambrix and supported by Ms. Goodman that the meeting be adjourned.*

The motion carried and the meeting adjourned at 8:11 p.m.

Respectfully submitted,

Aaron N. Mason
Chair

Nicole R. Goodman
Secretary

Prd/

These minutes were approved at the October 23, 2023, regular meeting of the Board of Trustees.