

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

Monroe County Community College  
The Board Room, z-203  
1555 S. Raisinville Rd.  
Monroe, MI 48161  
5:30 p.m., November 27, 2023

Present: Lynette M. Dowler, Julie M. Edwards, Nicole R. Goodman, Krista K. Lambrix,  
Aaron Mason (chair), Joel A. Spotts

Not Present: Mary Kay Thayer

Also Present: Roderick Beaton, Scott Behrens, Mark Bergmooser, Curtis Creagh, Christopher Gossett,  
Kelly Heinzerling, Rick Hubbert, Leon Letter, Sarah Mason, Gerald McCarty, Joshua Myers, Katie  
Navok, Kojo Quartey, Helen Stripling, Beverly Tomek, Linda Torbet, Joe Verkennes, Quri Wygonik,  
John Wyrabkiewicz, Grace Yackee, and Penny Dorcey (recording secretary)

1. Chair Aaron Mason called the meeting at 5:33 p.m.
2. There were two delegations present.
- B. 2. a. (1) 3. *It was moved by Ms. Dowler and supported by Ms. Edwards that the following items on the Consent Agenda be approved as presented:*
  - B. 2. a. (1) Approval of minutes of the regular meeting of October 23, 2023
  - B. 2. a. (2) Board Authorization for the President to Execute an Administrative Contract – Gossett

The motion carried unanimously.
5. Item C. 4. a. (4) was moved forward in the agenda by unanimous consent.
- C. 3. a. (4) 4. Chair Mason mentioned that the auditors met with the Board audit committee earlier in the day to go over the audit in detail. Curtis Creagh, Vice President of Finance and Administration/Treasurer, introduced auditor, Tracy Moon from Andrews Hooper Pavlik PLC (AHP). Ms. Moon summarized the 2022-2023 audit report to the Board.

Ms. Moon gave an overview of the report. The trustees have a draft of the report. The auditors anticipate issuing an unmodified opinion, which is the cleanest opinion that they can provide. She noted a couple of unique items, they are first-time auditors and have not audited the College before. Therefore, the opinion letter does note that they did not audit the prior year. Those were audited by another auditing firm. They also did not audit the current year Foundation. The Foundation is discretely presented in the financial statements, but we did not audit them. They were also audited by other accountants. AHP is allowed to take their financial statements and include them in the College financial statements as part of their standards. They were audited, but not by AHP. The opinion also mentions that we had a restatement this year that had to do with the pension. There were pension appropriations that were recorded as revenue last year, and they should have been deferred. Ms. Moon has contacted the prior year's auditors and has restated the prior year's numbers to reflect that.

In addition to the financial statement audit, AHP also does a single audit that is not due until March 31, 2024. Her firm is currently in the process of completing that audit. This has to do with the federal expenditures that the college expenditures that the College expends on an annual basis. The auditors have to have to meet what is considered major programs or risk assessments that they go through to determine those major programs. Student financial aid, HEERF (Higher Education Emergency Relief Funding), and Upward Bound are the three programs that will be tested under the single audit this year.

Ms. Moon reported that they also performed meta-test services. Those included assisting with the preparation of financial statements, the data collection form which is required under the single audit, and then the preparation of the 990-T. All of those are in process.

Ms. Moon noted much of the board report was gone over in detail with the audit committee earlier. There are some required communications that we are required by our standard to have with the board. Those were answered in the positive. Ms. Moon mentioned that there were a couple of items this year, such as turnover in the finance department that caused a delay in some of our testing. That is a change of timing basically. There were also some proposed audited adjustments and some past adjustments that were filed. Those are all mentioned in the report. Again, that is just required communication with the Board, nothing that would cause the auditors to issue any kind of significant deficiency or material weakness, but rather normal types of audit adjustments. Ms. Moon said that the auditors do plan to issue a management letter that addresses some internal control type items and policy procedure type items that we think could be enhanced just based on our view. This is nothing significant, just some things for the College to consider going forward.

Ms. Moon reported that the College's net position increased by over \$10 million, very similar to the prior year. This is taking into consideration that the HEERF revenue was substantially reduced from the prior year by about \$4 million. So not having that HEERF revenue in and still being able to maintain that \$10 million net position increase is a good result. The cash position also increased by about \$5 million. This is really due to expenditures on capital projects, including the Campbell Academic Center, which was capitalized during the current year, but a lot of the expenses were in the prior year. There's always the net pension and OPEB. The MPSEER pension and OPEB fluctuations this year with the investment market being down as of the measurement date, which is September 30, 2022, and the discount rate decreasing, caused an increase in the liability for both the pension and the OPEB quite a bit. Even with all those fluctuations to still end with a \$10 million increase in net position is a good result.

Chair Mason asked about the timing of everything and the draft filing by the November 30th date. Ms. Moon explained that the financial statements are due to the state by November 15th. That date has lapsed and we are now shooting for November 30th. We were able to secure an extension, so the plan is to submit those, and then there is a period of time about a week later when you can make corrections. So, it is our intention to get that done. Anything highlighted in the financial statements right now are things we are waiting for to come in. Ms. Moon complimented Denise Lindeman, Assistant Director of Financial Services, saying that she really stepped up throughout this process, which was very much appreciated.

Mr. Creagh commended Denise Lindeman, his staff, and the financial aid staff for their initiative on the audit.

- B. 4. a. (1) 4. *It was moved by Ms. Dowler and supported by Ms. Goodman that the following resolution of commendation for Ms. Florence M. Buchanan be adopted:*

*WHEREAS, Florence M. Buchanan served as an elected trustee of Monroe County Community College from 2019-2023; and*

*WHEREAS, she is a strong advocate of the college who devoted countless hours to promoting it as an affordable, quality and student-centered higher educational option for Monroe County residents; and*

*WHEREAS, she served on numerous board committees over the years, such as the Board Officer Nomination Committee and the Presidential Evaluation Tool Review Committee, and served as secretary during her last year on the Board; and*

*WHEREAS, she represented the college and the Board of Trustees at the Association of Community College Trustees Virtual Governance Leadership Institute; and*

*WHEREAS, she served for many years as a member of The Foundation at MCCC Board of Directors; and*

*WHEREAS, she exhibited an exceptional record of leadership, service and accomplishment during her tenure on the board, serving during critical points in the college's history, such as the renewal of the 5-year Maintenance and Improvement Millage, the navigation of the college through the global pandemic and the renovations of the Life Sciences Building classrooms, Founders Hall, Campbell Academic Center and portions of the Warrick Student Center; and*

*WHEREAS, she had a profound impact on MCCC and the community through her expertise in the areas of strategic planning and Board accountability, which she honed as an executive who has dedicated an entire professional career to the leadership of local and regional organizations via voluntary service and entrepreneurship, and prior to that as a vice president of a large, regional cable provider; and*

*WHEREAS, she has played a key role in the Monroe County Link Plan, helping guide future economic development for our community; and*

*WHEREAS, she has displayed an unwavering commitment to keeping higher education accessible for the citizens of Monroe County, and*

*WHEREAS, she represented the college with dignity and professionalism, promoting the ideals of higher education and the mission of Monroe County Community College, and*

*WHEREAS, Monroe County Community College has benefited greatly from her devoted service.*

*THEREFORE, BE IT RESOLVED, that the citizens of the Community College District of Monroe County, Michigan, and the students, faculty, staff and administration of the college commend Florence M. Buchanan for services she has rendered to the district from 2019-2023, and*

*THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for her continued success, wellbeing, and happiness on this Monday, November 27, 2023.*

The motion carried unanimously.

- B. 4. a. (2) 5. *It was moved by Ms. Thayer and supported by Ms. Dowler that the following resolution of commendation for Mr. David Reiman be adopted:*

*WHEREAS, David Reiman will retire from his position as associate professor of business management and marketing at Monroe County Community College, effective December 14, 2023, and*

*WHEREAS, David Reiman has been an exceptional member of the MCCC community serving as director of learning resources from 1999 to 2005 and faculty within the Business Division from 2005 to 2023, and*

*WHEREAS, David Reiman has served in a number of key roles on college committees and initiatives that had a significant positive impact on the college, and*

*WHEREAS, David Reiman has taught a wide variety of business and marketing courses and is a valued and highly esteemed professor in the Business Division, and*

*WHEREAS, David Reiman has created a positive learning environment in numerous classes that has allowed students to develop academically as well as personally, serving them well both at MCCC and beyond.*

*THEREFORE, BE IT RESOLVED that the Board of Trustees recognizes David Reiman for his dedicated service and contributions to the college, his students, and the community, and*

*BE IT DECIDED that by the president's recommendation, David Reiman shall*

*hereby be granted faculty emeritus status, and*

*BE IT RECORDED that the Board of Trustees wishes for David Reiman continued success, good health, and happiness on this day, November 27, 2023.*

The motion carried unanimously.

- B. 4. a. (3) 6. *It was moved by Ms. Edwards and supported by Ms. Goodman that the following resolution of commendation for Ms. Karen Kuhl be adopted:*

*WHEREAS, Karen Kuhl retired from her position at Monroe County Community College as Testing Center coordinator and e-learning support specialist, effective August 1, 2023, and*

*WHEREAS, she diligently served students and the community since she was hired initially as a temporary part-time lab technician at the college's Whitman Center in Temperance in 1995, and*

*WHEREAS, she earned two degrees from Monroe County Community College, including an associate of commerce and an associate of applied science, and went on to continue her higher education, earning a bachelor's degree in applied science from Siena Heights University, and*

*WHEREAS, she engaged in continual professional development, earning 10 Microsoft Specialist certificates in 2016, and*

*WHEREAS, she served for many years as an adjunct instructor at MCCC, teaching word processing courses for the Business Division, and*

*WHEREAS, she took on more responsibilities when the college faced budget challenges, doing so quietly behind the scenes to ensure that operations continued to operate at a high standard, and*

*WHEREAS, she played a key role in the implementation of important of changes to the computer lab and Testing Center operations at MCCC, and*

*WHEREAS, she is a true testament to the student and community focus of Monroe County Community College.*

*THEREFORE, BE IT RESOLVED that the Board of Trustees recognizes Karen Kuhl for her many years of dedicated service to Monroe County Community College, and*

*THEREFORE, BE IT RECORDED that the Board of Trustees expresses its very best wishes for her continued success, well-being, and happiness on this Monday, November 27, 2023.*

The motion carried unanimously.

- B. 4. a. (4) 7. *It was moved by Ms. Dowler and supported by Ms. Edwards that the Board approves Policy 2.33, Administrator Leaves and Absences, as presented.*

The motion carried unanimously.

- B. 4. a. (5) 8. *It was moved by Ms. Dowler and supported by Ms. Edwards that the Board approves Policy 12.10, Professional Staff Leaves and Absences, as presented.*

The motion carried unanimously.

- C. 1. a. (1) 9. Roderick "Hot Rod" Beaton noted that he had some members of the Hot Rods Motorcycle Awareness and Suicide Prevention Foundation with him. He thanked the Board and Monroe County citizens for allowing them to be a part of their mental health program. Mr. Beaton gave special thanks to Dr. Scott Behrens for reaching out to their organization. Mr. Beaton met Dr Behrens at the Monroe Public Schools Board meeting where

Superintendent Andrew Shaw was curious about the benches that the group donated to Monroe High School. Dr. Behrens asked if they would consider donating two benches to the College. The organization’s board of directors said yes and that they were delighted for the opportunity to help save lives at Monroe County Community College. The benches are made of high-quality, recycled plastic and are produced in the USA by OCC Outdoors in Indianapolis, Indiana. The message on the bench is simple, yet carries very deep and powerful meaning; “You are not alone” and the crisis lifeline number. Mr. Beaton went on to say that “Mental health is not a fad, it is very real. As our foundation has become involved in suicide prevention, I can honestly tell you that as we are at events and set up our booth, our booth, you would not believe some of the stories shared with us. I take time to listen to them, hand out flyers and resources, and communicate with the public. We truly believe in our hearts that we have made a difference in our community. So far, we have been able to donate benches to Milan, Dundee, and Monroe Public Schools, and we are not stopping there. Soon we will be choosing other school systems in our community. Hot Rods Motorcycle Awareness and Suicide Prevention is recognized as a 501c3 non-profit and our name says it all when it comes to fulfilling our mission. Because of our very strong and dedicated member base, we participate in many types of activities. Perhaps you’ve noticed our roadside signs “Be Aware, Motorcycles are Everywhere,” or maybe you’ve attended our car and bike show, our biggest fundraising of the year. The monies we raise allow us to provide support to other community programs focused on suicide prevention, veteran supportive services, and other charities. Once again, thank you Monroe County Community College for your mental health program and allowing us to be a small part of your efforts. Someone will see that you care and will ask you for help.”

- C. 1. a. (2) 10. Mark Bergmooser, read the following statement to the Board. “Nearly 11 months ago, the Michigan Education Association on behalf of the faculty at MCCC delivered a resolution of no confidence against President Kojo Quartey. At the time we were embroiled in prolonged contract negotiations and this seemed as if it were a strategy to move those talks along. It wasn’t. It was attempt though to jumpstart communication. Both communication with the president and with the board.

It’s taken awhile but invitations have been extended on both sides. Kojo has reached out to me and he and I will resume our regular president to president meetings this Thursday. Likewise, Kojo was invited by faculty to address us at an upcoming faculty council meeting, and he has accepted. Furthermore, other administrators have been meeting with the faculty association as we both adjust to living with new contract language. This is all good.

However, we have yet to open up communications with you, the board. There is a misunderstanding that we – the faculty and the board – cannot communicate with each other. That is not true. We cannot address grievances related to the contract nor can I ask you to do something about getting me free coffee. But as a policy-making board, how can you vote on policy without communicating with all the employee groups on campus?

Within that resolution are some serious concerns that deal with safety and security, finances, and personnel, and more issues have occurred since January. Receiving a positive report from the Higher Learning Commission doesn’t diminish these concerns.

We need to improve our communication between all of us at MCCC. We’re starting down that path between the faculty and the cabinet. We welcome that communication with you.”

- C. 3. a. (1) 11. Dr. Quartey announced the following staff appointment, professional staff appointment, administrative contract, and resignation.

Staff Appointment – Promotion:

Kim Letasse, Financial Aid Specialist – State Programs Coordinator, effective November 6, 2023 (formerly Financial Aid Assistant, support staff, replacing Aaron LaDuke)

Professional Staff Appointment - Promotion:

Emily Willcock, Human Resources Assistant, and Diversity Equity and

Inclusion Lead, effective November 17, 2023 (formerly Human Resources Assistant)

1<sup>st</sup> Year Probationary Administrative Staff Contract, Promotion:

Christopher Gossett, Manager of Enterprise Data Services, effective October 30, 2023, through June 30, 2024 (formerly Computer Systems Analyst, Support Staff)

Resignation:

Kimberly Lindquist, Dean of Health Sciences/Director of Nursing, effective December 18, 2023

- C. 3. a. (2) 12. The Board received an email from Linda Marsh, Human Resources Specialist, thanking them and the campus for the memorial gift sent at the passing of her father, Michael Walters.
- C. 3. a. (3) 13. Curtis Creagh, Vice President of Finance and Administration, gave the Board an update on the General Fund Revenues and Expenses for the period ending October 31, 2023

Mr. Creagh summarized the Statement of General Fund Revenues and Expenses. The budget is at \$27.8 million. Reported revenues are at \$5 million, compared to \$4.2 million last year, so we are on target. Looking at expenses, we are at \$7 million compared to \$7 million last year at this same time. Year to year, we are right in line with expenditures.

Gerald McCarty, Dean of Students, spoke about DREG. The DREG list will not be finalized until registration is done for the winter semester., as people are still coming in to register, pay off their bills, and work with financial aid staff to get their financial aid. Award. That happens right up to and through the first day of school. Mr. McCarty gave a couple of student examples in terms of situations for students on the DREG. He noted that currently, the main focus is working with students on the financial aid side who still owe paperwork like tax returns and other types of documents so we can get their financial aid awarded. Our people are reaching out by phone as well as email to assist them with that process. Additionally, we have a good number of students at wait up until the first day of school before registering for classes. The Financial Aid Office will also make arrangements with students who have financial aid and still have to pay some money but want to register. Mr. McCarty said that those are the most common methods we have to get tuition money collected whether the student's employer paid or if cash is paid. There is a block on those accounts until they are settled, and those students are not able to register online or in person.

As far as having final figures, until the winter registration cycle is complete in mid-January, and staff are able to go through and see who everybody that was on the original list, see who's paid, and get an accurate idea of exactly where we are at. In fact, we're seeing a heavy uptick right now, especially on the financial aid side, even though we reach out to them by phone, by text, and sometimes we even go to class for students and wait outside their classroom to try to let them know what we need from them. We were very busy today with people, training, and documentation. The reason they have them turn in documentation is that sometimes students are selected for verification by the government, so we cannot award the aid until we have actually verified things like tax returns, birth certificates, and family members, etc.

Once we are able to do that, then we can officially award their aid and post it to their accounts; then Mr. Creagh will see the increased revenue in his figures when the financial aid passes through.

Mr. Creagh explained that last month, in terms of the 10 percent reduction in revenue, we gathered our Finance and Financial Aid teams and went back and looked at the revenue, and later the detail and we discovered some glitches with our automated systems. We had to go back and rerun several processes. Once we did that and then compared that detail, we the updated figures. We submitted a ticket to Information Services about the issue. We will have to practice some more manual operations to confirm the process is continuing to work over time. Both September and October should have been sent to the Board.

Dr. Quartey explained that in his written report sent to the Board last week there is an explanation of this issue. It is on this sheet in your packet, under Finances. Tuition and Fees Revenue was corrected, to reflect \$3.75 million versus \$2.7 million as reported

earlier. The report was sent November 17<sup>th</sup>.

Mr. Creagh explained that he and his team did not go over just one month, they went through all the transactions beginning in September to make sure that the dates were correct. This correction will make us current for this fiscal year.

- C. 3. a. (4) 14. 2022-2023 Audit Report. This item was reported earlier in the agenda.
- C. 3. a. (5) 15. The Board received a Strategic Plan update from Dr. Quri Wygonik, Director of Institutional Research, Planning and Accreditation, and Joe Verkennes, Director of Marketing and Communication.

Dr. Wygonik acknowledged the successful visit by the Higher Learning Commission (HLC). Part of the focus for monitoring that visit was MCCC's strategic planning and Key Performance Indicators (KPIs). We were very successful in this segment of the visit and it was cited as a significant area of great progress in the exit interview. In addition to a successful visit, Joe Verkennes, Director of Marketing and Communications, Brianna Pio, Retention and Completion Analyst, and Dr. Wygonik presented on Strategic Planning at the Michigan Association for Institutional Research conference in early November.

Dr. Wygonik commented that the College is in year four of its strategic plan. We are not only focused on completing tactics but are developing the next plan. The next plan pushes the plan into 2030. Currently the Strategic Planning Committee is reviewing the mission, vision, and values and plan to bring the revisions to the Board for final approval in January. The changes have gone through all three councils and the Student Government. There are minor revisions that Mr. Verkennes has updated. Those are going through the approval process through the President and his Cabinet.

Dr. Wygonik reported that the next step in the closing-the-loop phase is an evaluation plan. The outline of the plan was approved by the full Strategic Planning Committee in November. They have added an additional component to this process called the strategic planning request process. The committee has developed a form to help with this process. The form can be used to elevate high-importance tactics that are yet to be accomplished in the plan. Those items will go through Cabinet to have a discussion on proposed solutions and get a definitive response on what we will be doing with the items. The evaluation will be two-phased, performative where we go through process evaluation. That will happen in the winter semester; and then a summative evaluation in the fall. The committee will be prepared to submit a 2026-2030 plan in its completion to the Board for approval on January 1, 2025, so that it can be used in the development of the 2025-2026 budget.

Mr. Verkennes gave some highlights of the completed strategic planning committee activity. He reported that 60 percent of the plan is completed, which includes four objectives and 50 tactics. The committee will not have that many items on the next plan. This plan was a highly operational strategic plan that came from a lot of turnover and changes. There were many things that needed to be done that sort of fell between divisions and departments. So that is what this plan really attacked. Mr. Verkennes expects the next plan to be trimmed down because of what was accomplished in the current plan. The results of the Student Experience Mapping project were the CRM for prospective and retention as well; ROI analysis on MCCC programming; improvement of student onboarding processes and the first-year experience course; re-imagining of academic advising; a new "Pathways" alignment/campaign; and extensive campus wayfinding signage installation; streamlining the academic boot camp offerings; and developed the DEI plan. We now have someone to be in charge of that plan. Additionally, we have an associate director of Multicultural operations. For current students, we have inventoried MCCC's articulation agreements. One of the biggest programs to come out of the articulation agreements work is the new mental health partnership with community mental health that provides mental health services on campus. very critical came right out of the strategic plan. In addition, to the multicultural position, there are also positions added to assist with direct college dual enrollment and then experiential learning. All three positions were identified in the strategic plan.

Other results include improvement of the employee performance review process; improvement of professional development and training processes; development and implementation of required LMS orientation and annual training for all faculty;

development of a plan to improve Shared Governance; and implementation of regular campus collaboration activities and events.

Dr. Wygonik mentioned that at a recent Local College Access Network (LCAN) meeting, an external partner commented on the College's wayfinding signs, calling them awesome, and said that he had no problems finding his way around campus.

- C. 3. a. (6) 16. Dr. Quri Wygonik gave a summary of the Community College Survey of Student Engagement (CCSSE) Report. We engage in this survey biannually so you will see the reports for 2019, 2021, and 2023 on the institutional research webpage. The survey covers the following areas of interest regarding student engagement in active and collaborative learning, student effort preparing for course work, academic challenge, student/faculty interaction, support for learners, and mental health and well-being, which are very timely. Mr. McCarty has reviewed some findings from the survey and has other data points to triangulate and help support our student needs. Another benefit of the survey is that MCCC can benchmark itself against institutions of similar size. The electronic survey was distributed to students via the MCCC Information Technology Department, faculty promotion, and administrative announcements in Brightspace.

Dr. Wygonik navigated to the Dashboard on the MCCC Institutional Research webpage at <https://www.monroeccc.edu/data-collection-analysis-reporting> under Surveys and Reports, CCSSE. This tells us how we benchmark in this executive document showing how we benchmark against the top 10 percentages. Overall MCCC students are highly engaged and are coming to class prepared, and they are participating in some collaborative and active engagement on campus in things like tutoring. An area of surprise is that we are a little behind our cohorts in of surprise is that we are a little behind our cohorts in student support. Since Winter 2023 we have been making great efforts to resolve this. The CCSSE dashboard shows how MCCC is trending upward on students who believe they have an excellent or good overall educational experience at the college. Dr. Wygonik showed several other dashboards such as student satisfaction with several support services, academic advising, career counseling, computer lab utilization, financial aid, advising, job placement assistance, and so forth. We have to contextualize those findings based on utilizing the service. Also, the survey does not require responses to all of the questions. Low participation in surveys is pervasive across all education. Sr. Wygonik invited the Trustees to explore the dashboard at their leisure and the full report is available on the website. The Student Satisfaction Dashboard can be accessed at <https://app.powerbi.com/view?r=eyJrIjoiYzFkN2ZmNTUtYTg4OS00MzA0LTg1MWI0tN2VjZTIzZDQzNmM2IiwidCI6Ijc2ZjU4YzZmM3LTRjY2ItNDk1My04NzU0LTQ4ZDNhYzI4NTdlNiIsImMiOjN9>.

- C. 3. a. (7) 17. Joe Verkennes, Director of Marketing and Communications, gave an update on the 2022-2023 Annual Report, which is available on the College website under Finance and Operations. The current report is available as an electronic flip book and as a PDF for those who might have disability concerns. There are also hard copies available. This year's annual report is titled *Enriching Lives*. Enriching lives is part of our mission statement, and this year we based it on that because we wanted to show how we execute that mission every single day by being a student-focused institution, offering programs and an affordable price that are very high quality. This year we went with sort of a different kind of a concept. Usually our annual reports are always very professionally well done and designed very well by Doug Richter, who is my graphic designer and staff. Each year we win awards; however, we have never been able to win the print Annual Report award. This year, Mr. Richter came up with something very creative: a composition book that would be similar to our PMS color 201 that would be similar to anything that students use.

Moving on, the next spread is the President's letter, which looks like a pulled-out note from Dr. Quartey with a picture and some doodles on the side. The book. The College's mission, vision, and values lie on the opposite page. A myriad of stories includes the highest-level stories of the year rather than 30 to 40 stories as in previous editions. Hard copies will be distributed to all donors, and all employee mailboxes (about 400 people). The digital link will also be sent to our email list.

- C. 3. a. (8) 18. Dr. Joshua Myers, Executive Director of The Foundation, and Director of Government and Alumni reported that The Foundation Board of Directors met in October. The bylaws require that he report on the annual accomplishments of the foundation during that Fall board meeting, so Dr. Myers produces

that highlights and pulls out the salient points.

Dr. Myers noted a couple of new initiatives they were able to launch this year such as the Excellence and Innovation Award. This was something we really wanted to bring in to recognize the exceptional staff that we have at MCCC. We used to have the Enhancement Grants program where several colleagues received grant awards. The Enhancement Grants program no longer exist so now we have the Strategic Innovation Fund so we could work closely and intimately tie the funding of the foundation to the strategic plan and the priorities that the college itself developed. As a result, the Excellence in Innovation Award was created. Quri Wygonik is the first recipient of that award. Not only does Dr. Wygonik get an award at Honors Night, but we also award her a \$2500 discretionary grant that she can use for any program here at the college, or if she wants to create a new one, she can do that as well.

Dr. Myers announced that they also started a community art project to engage our community and try to enhance the cultural enrichment of the community out in the community. Additionally, we sponsored a month-long Artist in Residence called Whispers on the second floor of the Campbell building.

Dr. Myers spoke briefly about The Foundation Annual Report. we do provide our fiscal year in the written annual report that goes out. He said that he does a side-by-side comparison with the previous fiscal year. Last fiscal year for the first time in The Foundation's history, we had a negative revenue, which was kind of hard to take, but it was largely because of the precipitous decline of the market and the fact that because we're a mature foundation, most of our net assets now are invested. We had \$667,000 in contributions, all of which were wiped out by losses in the market. Hence, the negative. We did ride a really incredible high in the market for several years, though, too, so we're back up to that number now. This year, we had about a \$1.5 million increase in our net position, which is very exciting. Unfortunately, while we like to see those positive numbers, we did have a decline in our contributions this year, which is the more relevant number. This difference between the two years is due to receiving two legacy gifts one year and then not receiving any legacy gifts the next year.

Tomorrow is Giving Tuesday. That is the beginning of our giving season. Some of you who have been with us a while know we do a pretty heavy push on giving Tuesday electronically. However, things are a little different online than they were 5-10 years ago when they really started Cyber Wednesday, Cyber Monday, and Black Friday. We are not encouraging people not to give, we do not have the matches that we used to have. The Foundation is making an intentional, strategic shift away from Giving Tuesday. There were some years and some of you were very generous donors on those days where we would raise \$10,000. We have seen all of those gains really diminish over time, and so we are going to move away from giving Tuesday. As an alternative, we are going to look at having a dedicated giving day in April and really push our focus toward that where we can highlight our students, highlight our staff, highlight our campus, and really shine the light on this institution on a day where nobody else is really raising money.

Dr. Myers also reported that The Foundation is still in the development phase of the Husky Shuttle, a partnership that we are working on with Lake Erie Transit to provide free transportation for students who are transportation-limited to campus. Hopefully, we get it off t will get it off the ground soon and launch the service. Dr. Myers looks forward to sharing more details shortly.

- C. 3. a. (9) 19. Gerald McCarty gave a Financial Aid Advising update to the Board. He announced that Kim Letasse accepted the position of Financial Aid Coordinator. That was a promotion for her. He added that they are still trying to fill two entry-level financial aid assistants. The search has been going on since late May or early June. What they are going to try now is to get a list of all MCCC graduates who graduated in December, and send them a copy of the posting of the specific positions. These are great entry-level positions for someone who has an associate degree. The Admissions office has posted for a professional counselor position, which is on the website right now. We are still early in terms of enrollment for the winter semester. We are contacting students via email, text messages, and phone calls to find out why they are not registering. The data from the College Student Success people indicates that most of these students know they have an extra week, and some are still finishing up the Fall semester yet and will start trickling in soon. Enrollment appears to be slightly up and on track.

- C. 3. b. (1) 20. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey reported that the Campus Climate Survey is ongoing. The deadline for completion is November 17, 2023.

The budget is in good shape. After what appeared to be an automated systems issue, the Finance and Student Success teams came together to manually review and discuss the automated process to ensure accuracy. This included checking computations, billable credit hours, general ledger transactions, etc. As a result of those concerted efforts, some numbers for last month were adjusted for accuracy. Attached is the September Statement updated to reflect total revenue of \$4.2 million, where Tuition and Fees (T&F) revenue included, was corrected to reflect revenue of \$3.7 million vs \$2.7 million as reported earlier. In year to year comparison of T&F, corrected, we are 53.6 percent and 50.0 percent for 2023 and 2022, respectively. We re-ran processes and verifications and also engaged with the Information Technology staff for support in troubleshooting the problem to ensure it is resolved. We have increased monitoring of these processes manually, although they are automated.

Dr. Quartey reported that he and Cabinet are conducting “listening sessions” around campus. Last month, the group met with the Business and Humanities Divisions, this month, they met with the Science and Mathematics and Health Sciences Divisions. While they have started with the Instructional areas, the intention is to extend the meetings beyond the faculty and meet with them on a monthly basis as well. So far, some of the comments have centered around the Emergency Preparedness Plan, the technological maze, team building, and advising.

The Campus loop is completed and the campus lighting project is due to start the first week in December. The Capital Outlay legislation that has moved forward did not include MCCC. The College is still under consideration for next year.

President Quartey announced that he and Trustee Mason are registered to attend the MCCA Trustee Institute in Lansing on December 4<sup>th</sup> and 5<sup>th</sup>. He thanked Trustee Mason for signing up and invited other trustees to join them as well.

- C. 3. b. (2) 21. *It was moved by Ms. Goodman and supported by Ms. Lambrix that the Board of Trustees go into Closed Session to discuss a matter exempt from disclosure under Section 15.268(d) of the Open Meetings Act.*

A roll call vote was taken as follows:

Yes [6] Krista K. Lambrix, Joel A. Spotts, Julie M. Edwards,  
Lynette M. Dowler, Nicole R. Goodman  
Aaron N. Mason

No [0] None

The motion carried and the Board moved into Closed Session at 7:23 p.m.

22. The Open Session resumed at 8:18 pm.  
23. Chair Mason will present a summary of the President’s evaluation at the January 22, 2024 meeting.

- C. 4. b. (1) 24. Chair Mason appointed the following individuals to the Alumnus of the Year Selection Committee.

Alumnus of the Year Selection Committee

Lynette M. Dowler  
Julie M. Edwards  
Mary Kay Thayer

- C. 4. b. (2) 25. Chair Mason appointed the following individuals to the College Supporter of the Year Selection Committee:

College Supporter of the Year Selection Committee

Krista K. Lambrix

Nicole R. Goodman  
Mary Kay Thayer

- C. 4. b. (4) 26. Chair Mason noted the upcoming events.
- C. 4. b. (5) 27. *It was moved by Ms. Dowler and supported by Ms. Lambrix that the meeting be adjourned.*

The motion carried and the meeting adjourned at 8:23 p.m.

Respectfully submitted,

Aaron N. Mason  
Chair

Nicole N Goodman  
Secretary

pd/

These minutes were approved at the January 22, 2024, regular meeting of the Board of Trustees.