

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

Monroe County Community College  
John Holladay Theater, Room C-19  
1555 S. Raisinville Rd.  
Monroe, MI 48161  
5:30 p.m., September 25, 2023

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

Also Present: Scott Behrens, Mark Bergmooser, Representative Willian Bruck, Parmeshwar Coomar,  
Kevin Cooper, Jack Burns, Parmeshwar Coomar, Kevin Cooper, Curtis Creagh, Julia Forbes, Christopher  
Gossett, Barry Kinsey, Leon Letter, Nancy Lucero, Gerald McCarty, Joshua Myers, Jennifer St. Charles,  
Stripling, Beverly Tomek, Linda Torbet, Joe Verkennes, John Wyrabkiewicz, Grace Yackee, Penny  
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1. Chair Aaron Mason called the meeting at 5:33 p.m. He administered the Oath of Office to Joel A. Spotts, who was appointed to fill the vacancy on the Board left by the resignation of Florence M. Buchanan.
2. There were no delegations present.
- B. 2. a. (1) 3. *It was moved by Ms. Edwards and supported by Ms. Dowler that the following items on the Consent Agenda be approved as presented:*
  - B. 2. a. (1) Approval of minutes of the special meeting of June 5, 2023 and the regular meeting of June 20, 2024, the special meeting of July 19, and the special meeting of September 11, 2023
  - B. 2. a. (2) Board Authorization for the President to Execute a Third-year Probationary Faculty Contract – Stripling
  - B. 2. a. (4) Authorization for the President to Execute a First-Year Administrative Contract – J. Wyrabkiewicz
  - B. 2. a. (5) Authorization for the President to Execute a Continuing Administrative Staff Contract – Wygonik
  - B. 2. a. (6) Authorization for the President to Execute a Second-Year Faculty Contract – Lechner
  - B. 2. a. (7) Authorization for the President to Execute a Second-year Faculty Contract – El Amin
  - B. 2. a. (8) Authorization for the President to Execute a First-year Faculty Contract – Iqbal
  - B. 2. a. (9) Authorization for the President to Execute a One-year Professional Staff Contract -Lucero-Altimirano
  - B. 2. a. (10) Authorization for the President to Execute a One-year Professional Staff Contract – Forbes
  - B. 2. a. (11) Proposed Resolution Proclaiming October, United Way Month

*The Board adopted the following resolution proclaiming October as United Way Month:*

*WHEREAS, the United Way of Monroe County is entering its 2023-2024 campaign and will set another milestone goal that will see campaign pledges of over one million dollars, and*

*WHEREAS, the United Way is the largest single voluntary organization in Monroe County through which volunteers can channel their concern for people in need, and*

*WHEREAS, the United Way, largely because of the continued generosity and caring of employees of Monroe County Community College, can continue to grow and support a wider range of health and human care needs that directly benefit residents of Monroe County.*

*THEREFORE, BE IT RESOLVED by the Monroe County Community College Board of Trustees, that the College employees be encouraged to participate in the 2023-2024 United Way Campaign of Monroe County and receive the highest commendations and vote of thanks for their generous gifts to this vitally important cause, and*

*THAT IT BE FURTHER RESOLVED that the Monroe County Community College Board of Trustees proclaims the month of October 2023 'United Way Month' throughout the College district to emphasize the value and positive contribution United Way of Monroe County offers to our community and its residents on this Monday, September 25, 2023.*

- B. 2. a. (12) *The Board approved that the following resolution of Commendation for Mr. James Ross be adopted:*

*WHEREAS, James Ross retired from his position at Monroe County Community College, effective July 2023, and*

*WHEREAS, he earned an associate of commerce degree from MCCC and a bachelor of business administration degree from the University of Michigan-Dearborn, and*

*WHEREAS, he diligently served the students, faculty and staff of MCCC, as well as the community, for 45 years, and*

*WHEREAS, in 1978, he began serving in the role of operator programmer, and*

*WHEREAS, in 1979, he took on the position of director of data processing, which included converting the college's bookkeeping, registration and payroll system to a computerized system, and*

*WHEREAS, he has played an integral role in providing reporting for the Financial Aid Office and Business Office, and*

*WHEREAS, he completed the migration to a Unisys Casts Software in 1987 utilizing an A3 computer, and*

*WHEREAS, in 1999 he worked to make sure MCCC's systems were Y2K compliant, ensuring a smooth transition into the new millennium, and*

*WHEREAS, he completed the migration to the Datatel system in 2002 utilizing an HP-UX system, and he led the efforts to train the employees during the transition period, and*

*WHEREAS, in 2010, he successfully migrated the Raisers Edge system to the Datatel Colleague Advancement system, and*

*WHEREAS, in 2016, he successfully migrated the Datatel Colleague system from UniData to Microsoft Structure Query Language (SQL), and*

*WHEREAS, he was a key player in the 2022 implementation of MCCC's first-ever Constituent Relationship Management (CRM) software, TargetX, which utilizes the Salesforce platform, and*

*WHEREAS, he assisted in all of MCCC's Higher Learning Commission accreditation visits during his career, and*

*WHEREAS, he recently served a term as chair of the college's Administrator Council, and*

*WHEREAS, he was steadfast in his work and always provided thorough, accurate and timely service, and*

*WHEREAS, he was responsible for decades of consistent, timely reporting for both state and federal requirements, and*

*WHEREAS, he diligently served MCCC by providing data services for student records, financial and payroll needs, and*

*WHEREAS, he is a true testament to the student and community focus of Monroe County Community College, and his dedication to serving students, employees and the community for so many years has made him a true ambassador for MCCC's mission of enriching lives in Monroe County.*

*THEREFORE, BE IT RESOLVED that the Board of Trustees recognizes Mr. James Ross for his 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 his continued success, well-being, and happiness on this Monday, September 25, 2023.*

- B. 2. a. (13) *The Board approved that the following resolution of Commendation for Ms. Vicki LaValle be adopted:*

*WHEREAS, Chef Vickie LaValle retired from her position at Monroe County Community College effective July 31, 2023, and*

*WHEREAS, Chef Vickie LaValle was most recently a dedicated and valued member of the Purchasing Department for approximately two years, where she provided outstanding customer service in her positions as both Cashier and Switchboard Operator, and*

*WHEREAS, prior to that, Chef Vickie LaValle has been an exceptional member of MCCC's culinary program as the Culinary Lab Technician for almost 25 years, and*

*WHEREAS, Chef Vickie LaValle was a graduate of MCCC's culinary program in 1987 and Siena Heights University in Culinary Skills and Management in 2000, and*

*WHEREAS, Chef Vickie LaValle's certifications as an Executive Pastry Chief and Certified Executive Chef through the American Culinary Federation has positively impacted the culinary program here at MCCC, and*

*WHEREAS, Chef Vickie LaValle has assisted in a variety of culinary courses and the program overall, along with events for MCCC and the general community over the years through the culinary program, including community events, buffets, and the operation of Cuisine 1300,*

*WHEREAS, Chef Vickie LaValle has created a positive environment that has allowed students to develop academically as well as personally, serving them well both at MCCC and beyond, and*

*THEREFORE, BE IT RESOLVED that the Board of Trustees recognizes Chef Vickie LaValle for her dedicated service and contributions to her students, to MCCC, and the community, and*

*BE IT RECORDED that the Board of Trustees wishes for Chef Vickie LaValle continued success, good health, and happiness on this day, September 25, 2023.*

- B. 2. a. (14) *The Board approved that the following resolution of Commendation for Ms. Ann Gerweck be adopted:*

*WHEREAS, Ann Gerweck has decided to retire from her position of Assistant to the Vice President of Enrollment Management and Success at Monroe County Community College, effective August 31, 2023, and*

*WHEREAS, she has been providing outstanding service to administration, students, staff, and faculty at Monroe County Community College for nearly fifteen years in her current position and previously in the position within the Department of Human Recourses, 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 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 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 a true testament to the student and community focus of Monroe County Community College, and her dedication to serving students, employees and the community for so many years enriching lives in Monroe County through student-focused higher education.*

*THEREFORE, BE IT RESOLVED that the Board of Trustees recognize Ann Gerweck for his 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, September 25, 2023.”*

- B. 2. a. (15) *The Board approved that the following resolution of Commendation for Mr. Golan “Steve” Mapes be adopted:*

*WHEREAS, Steve Mapes retired from his position at Monroe County Community College, effective August 31, 2023, and*

*WHEREAS, He was a graduate of Monroe County Community College in 1986, and*

*WHEREAS, He diligently served students and the community for 26 years, and*

*WHEREAS, He began to service students as a fourth-grade teacher and served as an academic advisor at The Detroit School of Business and at Owens Community College, and*

*WHEREAS, He, served as an assistant registrar at Henry Ford Community College, and*

*WHEREAS, He developed the very first digital presentation of a Student Profile report which he presented to the Board in his first year on the job, and*

*WHEREAS, He developed the very first One-Stop Registration day at the college, and*

*WHEREAS, He developed the college’s first electronic appointment book which has been used by the college up until last year, and most importantly*

*WHEREAS, He lived by his philosophy “All Students Matter’ every day*

*WHEREAS, He is a true testament to the student and community focus of Monroe County Community College, and his dedication to serving*

*students, employees and the community for so many years enriching lives in Monroe County through student-focused higher education.*

*THEREFORE, BE IT RESOLVED that the Board of Trustees recognize Steve Mapes for his 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 his continued success, well-being, and happiness on this Monday, September 25, 2023.”*

The motion carried unanimously.

- B. 2. a. (2) 3. *It was moved by unanimous consent to pull the Proposed Resolution for Adherence to Best Practices and consider it at a special meeting, date to be determined.*
- B. 4. a. (1) 4. *It was moved by Ms. Dowler and supported by Ms. Lambrix that Nicole R. Goodman be named Secretary of the Board of Trustees of the Community College District of Monroe County, Michigan to replace the vacancy left by the resignation of Florence M. Buchanan, effective September 25, 2023, through December 31, 2025.*
- B. 4. a. (2) 5. *It was moved by Ms. Dowler and supported by Ms. Goodman that Policy 6.04, Designated Depositories for College Funds, be approved as presented, effective September 25, 2023.*
- B. 4. a. (3) 6. *It was moved by Ms. Edwards and supported by Ms. Lambrix that Policy 4.01, College Calendar be approved as revised.*
- B. 4. a. (4) 7. *It was moved by Ms. Goodman and supported by Ms. Dowler that Policy 2.22, Paid Holidays and Scheduled Paid Holidays be approved as revised.*
- C. 2. a. (1) 8. Representative William Bruck gave the Board a legislative Update.

Representative Bruck congratulated newly appointed Trustee, Joel Spotts on his new position. He thanked the College for the invitation to the recent Legislative Roundtable for the Welch Health Education Building regarding health and safety matters, stating it was great Seeing all of the stakeholders throughout the county and hearing their expertise in health, public policing, and safety matters.

Rep. Bruck said that in terms of legislative matters, he and his colleagues go back into session tomorrow. They will discuss Capital Outlay which is something he will continue to advocate on behalf of the College. There is also legislation being brought forward that will affect employers. Rep. Bruck will keep himself available for questions after the Board meeting tonight.

Dr. Quartey thanked Rep. Bruck for his years of service in the military, to the Board, and in Lansing. announced that a retirement party is scheduled for October 6 2023, at 5:00 p.m. at the Erie VFW Post, in honor of Mr. Bruck’s 31 years of service in the U.S. Army. He invited everybody to join in the celebration.

- C. 3. b. (1) 9. Dr. Quartey announced the following staff appointments, professional staff appointments, professional staff appointments, promotions, position upgrade, transfer, probationary administrative contracts, faculty contracts, and resignations.

Staff Appointments:

MaKenna Baldwin, Registrar’s Office Assistant and Processor, effective July 20, 2023 (Replacing Kessie McLeod)

Randy St. Charles II, General Maintenance Worker, effective August 21, 2023 (replacing Derek Jacobs)

Laura Wyrabkiewicz, Payroll Accountant, effective September 14, 2023  
(Replacing Aaron LaDuke)

Mark Young, Student Success Support Specialist, effective September 18, 2023 (New Position)

Paul LaRoy, Power Systems Chief, effective October 2, 2023 (Promotion from Power Systems Operator to Power Systems Chief (new title))

Professional Staff Appointments:

Nancy Lucero-Altamirano, Assistant Director of Multicultural Community and Engagement, effective July 31, 2023 through July 30, 2024 (New Grant Position)

Monica Pio, Testing Center Coordinator and E-Learning Specialist, effective August 1, 2023 (Replacing Karen Kuhl)

Cyrena Salomonson, Administrative Assistant to the Vice President of Finance and Administration effective August 15, 2023 (replacing Janel Boss)

Promotion to Professional Staff:

Julia Forbes, Educational Advocate – Humanities Division, effective September 11, 2023 through July 30, 2024 (Promoted from High School Liaison and Student Groups Coordinator)

1<sup>st</sup> Year Probationary Administrator Promotion:

John Wyrabkiewicz, Chief Information Officer, effective August 14, 2023 through June 30, 2024

Position Upgrade:

Quri Wygonik, Director of Institutional Effectiveness and Chief Data Officer, effective July 1, 2023 (Formerly Director of Institutional Research, Planning, and Accreditation)

2<sup>nd</sup> Year Probationary Administrative Contract:

Helen Stripling, Director of Respiratory Therapy, effective August 21, 2023 through June 30, 2024

2<sup>nd</sup> Year Probationary Faculty Contract:

Hans Lechner, Associate Professor of Geosciences, effective August 22, 2023 through May 9, 2024

Maria El-Amin, Associate Professor of Science, Physics, effective August 22, 2023 through May 9, 2024

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

Talha Iqbal, Associate Professor, Electrical Engineering Technology, effective August 21, 2023 through May 9, 2024

Retirements:

James Ross, Director of Data Processing effective, August 1, 2023

Vickie LaValle, Cashier, effective July 31, 2023

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

Steve Mapes, Associate Professor of Counseling, effective August 31, 2023

Resignations:

Aaron LaDuke, Payroll Accountant, effective August 25, 2023

Marla Kelsey, Division Coordinator – ASET, effective September 1, 2023

Jarrold Saum, Student Retention Specialist and Adjunct position, effective September 13, 2023

Carley Stranyak, Academic Skills Coordinator – Upward Bound, effective September 22, 2023

Dana Blair, Director of Financial Services, effective September 22, 2023

- C. 3. a. (3) 10. Curtis Creagh, Vice President of Finance and Administration, gave the Board an update on the General Fund Revenues and Expenses for the periods ending July 31, 2023, and August 31, 2023.

Mr. Creagh stated that the July statement shows a budget of \$28.7 million. Revenues are approved at \$3.2 million. Year over year that is 11.24 percent of the revenue versus

12.08 percent last year. Before expenses, we have recorded \$1.3 million of the budget as of July 1<sup>st</sup>, as compared to \$1.4 million at the same time last year.

Mr. Creagh directed the Board to the back of the statement where expenses are listed in detail, by category: instruction, information technology, public service, instructional support, student services, administration, and physical plant. July shows 1/12th of the College expenses or 8 percent of the budget. The revenue for tuition and fees appears higher because we receive the money before the beginning of the semester rather than monthly throughout the year.

Looking at August, there is a budget of \$28.7 million and recorded revenues of about \$3.9 million, or 13.2 percent as compared to 16.8 percent the year before, with recorded revenues of about \$4.4 million.

Looking at expenses, we have recorded just over \$3 million, an increase of about 7.6 percent over last year at the same time. About letting 11 percent, which is down by 16 percent. We are in good shape right now, 17 percent at 2/12<sup>ths</sup> of the period. Mr. Creagh told the Board that also he moved some accounts to interest-bearing accounts, which will make more money on the line that sits there.

- C. 3. b. (1) 11. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey reported that The Accreditation Commission for Education in Nursing (ACEN) visit to our Licensed Practical Nursing Program was held Tuesday, September 18 -20. The visiting team indicates that they had a positive visit and will be recommending initial accreditation for our program. Kudos to Dean Lindquist and her faculty and staff for a job well done. The Higher Learning Commission (HLC) visit is scheduled for October 16-17.

Negotiations continue with support staff, and progress is being made. They meet again tomorrow and on Thursday. The campus loop repairs are completed. An electric vehicle (EV) car show is scheduled for October 14<sup>th</sup>. There will be opportunities to drive the vehicles.

Joel Spotts was appointed to replace Trustee Florence Buchanan whose last day of service was September 1<sup>st</sup>.

MCCC will once again submit a Capital Outlay Plan for the Welch Education Building (WHEB). The College hosted a Legislative Roundtable for WHEB on Friday, September 22, 2023. Special thanks to Trustees Mason, Lambrix, Thayer, and Goodman for attending the event, and to Josh Myers and Janel Boss for arranging it. The Alumni Golf event was successful. The amount raised is yet to be determined. Diversity presentations continue to edify and educate the community. MCCC was well-represented by three teams in the Bed Race to Aid Children event yesterday. MCCC participants included administration, students, and respiratory Therapy students. A State of the College and Townhall meeting is being scheduled for late October early November. More information is coming. The Employee Recognition luncheon is tomorrow at noon in the dining room.

- C. 4. b. (1) 12. It was moved by unanimous consent that the update on the MCCA 2023 Summer Conference, Traverse City, July 26-28, 2023 be tabled until the October 23, 2023, regular meeting of the Board of Trustees.

- C. 4. b. (2) 13. Chair Mason noted the upcoming events.

14. *It was moved by Ms. Lambrix and supported by Ms. Edwards that the meeting be adjourned.*

The motion carried unanimously and the meeting adjourned at 6:52 p.m.

Respectfully submitted,

Aaron N. Mason  
Chair

Nicole N Goodman  
Secretary

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