

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

Conference Rooms S-173abcd
Warrick Student Center
5:30 p.m. February 24, 2025

Present: Lynette M. Dowler, Julie M. Edwards (5:33 p.m.), Nicole R. Goodman, Aaron N. Mason, Linda Roberts, Kristy Svatek Whitson

Not Present: Mary Kay Thayer

Also Present: Jenna Bazzell, Scott Behrens, Justin Blaine, Phillip Borawski, Jack Burns Jr., Peter Coomar, Kevin Cooper, Curtis Creagh, Christopher Gossett, Melissa Grey, Elizabeth Hartig, Kelly Heinzerling, Rick Hubbert, Finley K., Barry Kinsey, Spencer Lyke, Gerald McCarty II, Richard Morin, Sarah Mason, Joshua Myers, Katie Navock, Kojo Quartey, Maggie Sandefur, Jennifer Saul, Carl Whitson, Kristy Svatek-Whitson, Frank Thomas, Beverly Tomek, Linda Torbet, Mick Valentino, Joe Verkennes, Kenneth Wassus, Carl Whitson, Quri Wygonik, John Wyrabkiewicz, Grace Yackee, Penny Dorsey (recording secretary)

1. Chair Aaron Mason called the meeting at 5:24 p.m. He called for a moment of silence in honor of President Emeritus, Dr. Ronald Campbell.
2. There were two delegations present.
3. Trustee Julie Edwards joined the meeting remotely at 5:33 p.m. from Temperance, Michigan.

B. 2. a. (1) 4. *It was moved by Trustee Dowler and supported by Trustee Whitson that the Board approves the following items on the Consent Agenda:*

- B. 2. a. (1) Approval of minutes of the January 27, 2025.4 regular meeting and the January 29-30, 2025 study meeting.
- B. 2. a. (2) Authorization for the President to Execute an Administrative Contract – McBride
- B. 2. a. (3) Authorization for the President to Execute a Professional Staff Contract – Schulz
- B. 2. a. (4) Authorization for the President to Execute a Professional Staff Contract – Ortiz
- B. 2. a. (5) Authorization for the President to Execute a Continuing Faculty Contract- Hartig
- B. 2. a. (6) Authorization for the President to Execute a Faculty Contract – Shanafelt

The motion carried unanimously.

B. 3. a. (1) 5. Chair Aaron Mason gave a summary of the January 29-30, 2025 Board Study Meeting, which was Board retreat, the purpose of which was training and self discovery. Mr. Mason explained that this is a quick summary. A more detailed study meeting will take place soon, to discuss next steps for the Board.

Mr. Mason talked about several discussion items from the retreat, one of which was revising Article IV Sec. 1. C. Conflict of Interest and Article IV Sec. 1. D. Code of Ethics, to include more detail. Both of these statements are part of Procedure 1.00, Board Bylaws, Policy 1.20, and both are used in the Conflict of Interest/Code of Ethics Statement that Board members have to sign each year.

Mr. Mason explained that the Board needs to develop a schedule to reviewing policies and making sure they are considered for updating. Some recommendations discussed were using a two- or three-year cycle. Mr. Mason plans to add this item to the March agenda for more discussion, which will include, but may not be limited to, the Conflict of Interest, the Code of Ethics, the Election of Board Officers, the Order of Business, and Future agenda items. This is part of the Board's efforts to develop a clear review policy review process. They can tackle this through workshops that are precursors to

the Board meetings. This will allow more opportunity for Board discussions and questions, and to develop future agenda items.

Mr. Mason mentioned that other areas to review are the organization of the meetings and whether or not to say Pledge of Allegiance at the beginning of the meetings. He said the Board will talk in more detail about those items at a future workshop. Also suggested were study sessions/workshops, scheduling meetings every second Monday of the month, but the timing of those meetings can be worked out later. There is also a strategic planning special meeting coming up in March.

Mr. Mason said that in terms of policy, he suggested starting at the beginning. Policies updated for format or title changes, will be marked as reviewed.

Additionally, Chair Mason said that the Board agenda will be made available to the Board Chair to approve before distributing. Also, T Lifelong Education, Advancement, and Potential the administration is still working on setting a date for the official Board orientation, which is a standard process moving forward after an election. Mr. Mason said that another task for the Board is to study MCCC students come from and how well the College is serving them. Other new policies for discussion relates to Board self-assessment and goals, which is currently not a policy, and ethics and proper conduct of the Board and the president. Chair Mason said that Dr. Pamila Fisher, ACCT Consultant, also reminded the Board about the three one's: there is **one** authority and that is the Board, one trustee cannot direct the president. There is **one** authority and that is the Board. Once a vote has been taken on an item and passed, this is the Board's position. The Board has **one** employee and that is the president. The president is the expert. Mr. Mason said that the Board would talk in detail about chapter 6 of the Trusteeship book at a future workshop. Another item discussed was Board members making visits to the campus unannounced. This is called a "board sighting," which should be avoided.

- B. 4. a. (1) 6. *It was moved by Ms. Goodman and supported by Ms. Dowler that the MCCC Board of Trustees approve the appointment/reappointment of the following directors being recommended by The Foundation Board of Directors, pursuant to Section 5.4 of the Bylaws of The Foundation at Monroe County Community College:*

Appointment of Group III Director for a Three-Year Term Expiring December 31, 2027

- *Joel Spotts*

Reappointment of Group III Directors for Three-Year Terms Expiring December 31, 2027

- *Ignazio Cuccia*
- *Keith P. Masserant*

Reappointment of Group V Directors for Three-Year Terms Expiring December 31, 2027

- *William H. Braunlich*
- *H. Douglas Chaffin*
- *Michael R. Meyer.*

Joshua Myers, Executive Director of The Foundation, explained that the Board of Directors of The Foundation go through a lengthy and rigorous process to sit on the board nominations go through the executive committee and then through the full board, which also has the authority to decide whether or not an individual can sit on the board. There are several different categories of directors. Group I Directors are two three members; Group II Directors are by function of their College employment; Group III Directors are directors at large, they represent individuals outside the College; Group IV Directors come from the Alumni Association and may also be involved in MCCC's employee groups as well; and Group V Directors are a fairly new group. Some of the directors moved away but still wanted to maintain their contact and connection with the College. They are considered director emeritus and they are no longer voting members. Today the Board is asked to vote on three different groups.

Trustee Svatek-Whitson requested more information about the nominees before making a decision, preferably before the meeting in which the Board is to approve their appointment. Dr. Myers said that he could provide that information if that is what the

Board wants moving forward, but traditionally this has been a routine item on the Board agenda. The expand The Foundation expectation has been that because they are going through the executive committee and The Foundation Board it is usually considered just a safeguard against something out of the norm. Previous Boards have viewed this as more of a checking of the box, so The Foundation does not even collect any of that information. There is a lot of discussion involved, but not much paperwork. Dr. Myers is happy to provide paperwork in the future if that is the direction of the Board. Chair Mason provided some background on the nominees for Group Directors. Trustee Dowler said that it is ok for a Trustee to abstain from a vote when they are not certain they have enough information to be comfortable voting on an item, so they should not feel pressured to vote when they feel they do not have enough information. Dr. Myers added that Ms. Svatek-Whitson's question was a great prompt for him to make some changes to his process so the Board is better informed.

The motion carried four to one, with Trustee Svatek-Whitson voting no.

- C. 4. a. (2) 7. *It was moved by Ms. Roberts and supported by Ms. Goodman that the Board approve Policy 3.11(s), Writing Fellows Policy as revised.*

Dr. Quartey said that a copy of Policy 3.00(s) Writing Fellows Policy, is the Board packet. The College has established these stipends for Writing Fellows and they need to be updated.

Dr. Myers explained the revisions to the policy to the Board. He also said, He said that there was a systemic problem with the policy. Writing Fellows receive a stipend for serving as peer tutors, but currently that stipend must be spent in the College Bookstore with a gift card. In some instances, students were graduating with \$1,000 in bookstore gift cards. With the new changes, The College can properly acknowledge the work that the Writing Fellows and allow them to receive a refund for their unspent funds.

The motion carried unanimously.

- B. 4. a. (1) 8. *It was moved by Ms. Dowler, supported by Ms. Goodman that the Board authorize the president to remove the millage ballot language from the May 6, 2025, regular election ballot.*

Chair Mason explained that the Board approved a motion at the January 27, 2025 regular meeting of the Board of Trustees to approve the millage language for the May 2025 elections. Part of the Presidents charge, in line with his goals, was to manage that process for the Board and bring it back to the Board as there was still work to be completed on the strategy. This approval gives the President more time to work on that strategy.

President Quartey stated that he has had one-on-one conversations about this strategic decision with each of the Board members and they understand his decision not to put the millage renewal on the May ballot. There is work to be done and fences to be mended. The administration has not yet decided whether it would be best to run the millage, but it will not be in May.

Trustee Dowler said that it makes good sense. The President is doing his due diligence and taking time to be more focused on the millage efforts and to determine what is needed and notable achievements, etc.

Chair Mason reminded the Board that they were presented with a large amount of information already during the January Board meeting and have already had a great amount of discussion. Trustee Edwards added that the original request was made because of the suggestion of having an opportunity. So, as a Board, she believes the decision was made to vote yes for the opportunity and not actually the strategy. There has been discussion since that meeting that part of the strategy is to not do have the millage renewal on the May ballot.

The motion carried unanimously.

C. Information and Proposals

1. Delegations

- C. 2. a. (1) 9. Michael Orr withdrew his request for delegation.
- C. 2. a. (1) 10. Dale DeSloover stated that he has been a member of Monroe County for 77 years. He thanked all the trustees for running for their positions. This is Mr. DeSloover's 20th year on the ISD School Board. He wanted to bring the Board up to speed on SEMCOG, Southeast Michigan Council of Governments. He has been very involved in SEMCOG over the last 10 to 12 years. He said that that very few Councils of Governments across the country include education. SEMCOG, however one of the few that does. Mr. DeSloover implored the Board to become more involved and consider joining SEMCOG. It is not an organization that just holds meetings. He was at a meeting about a month ago where they approved \$110 million in grants to seven counties in Southeast Michigan. Most of those funds are federal highway dollars. He noted that if it was not for SEMCOG, the Monroe Loop Trail would not be getting built. The trail is about a \$5 million project and will be 607 miles of trail, part of which runs across College property. There are a couple of meetings coming up. One is in Frenchtown this Wednesday, March 5th and the other is the General Assembly on March 20th at Michigan Central Station.

Mr. DeSloover said that he was not sure if the College's exercise trails were still in use. If not, he asked that the College consider updating them so that when people start using the trail, they can also use the exercise trail. Mr. DeSloover asked for permission to place a bench along the trail that would be donated by his Leadership Monroe class. He further asked for the Board's support when, in the next month, SEMCOG sends out a request an assistance planning application grant. He would like to have the College, the ISD, and the City of Monroe, Monroe Township and Frenchtown. The funds would be used for a pedestrian bridge between Waterloo Park, which is on south side of the River Raisin, to the northside of the river and connected to the bike trail. The request is for \$45,000 grant. Chair Mason added that the College gave an easement on its property for the Loop Trail.

Dr. Quartey Thank Mr. DeSloover and said that he and Trustee Thayer have been very involved in SEMCOG and have attended meetings in the past. President Quartey commented that he might need another Board member to replace Trustee Thayer. SEMCOG had a meeting at MCCC just a couple of Months ago. Dr. Quartey also said that he believes MCCC is the only institution involved in SEMCOG and TMACOG (Toledo Metropolitan Area Council of Governments) in Ohio. Both organizations both do great work. Mr. DeSloover thanked the College for their support.

The motion carried unanimously

1. President and Staff

- C. 3. a. (1) 16. President Quartey announced the following staff appointment, one-year professional staff contracts, 1st year probationary administrative contract, continuing faculty contract, 1st year probationary faculty contract:

Staff Appointment:

Nick DeArmond, Power Systems Trainee, effective February 3, 2025 (replacing Jacob Johnson)

One-Year Probationary Professional Staff Contracts:

McKade Shultz, Academic Skills Coordinator – Upward Bound, effective February 10, 2025 (replacing Larry Smith)

Omaira Ortiz, Assistant Director Multicultural & Community Engagement, effective February 12, 2025 (replacing Nancy Lucero)

1st Year Probationary Administrative Contract:

Shawn McBride, Emergency Medical Services (EMS) Director, effective March 3, 2025 through Negotiated Date, TBD (new position)

Continuing Faculty Contract (Negotiated Date, TBA):

Elizabeth Hartig, Reference Librarian/Public Services

1st Year Probationary Faculty Contract (2-10- 2025 - Negotiated Date, TBA):

Meagan Shanafelt, Simulation and Nursing Lab Coordinator

- C. 3. a. (2) 15. Curtis Creagh, Vice President of Finance and Administration, gave the Board an update on the General Fund Revenues and Expenses for the period ending

January 31, 2025

Mr. Creagh stated that overall, the College is in good financial shape with a budget of \$31.2 million for revenues and expenses, in addition to \$1.4 million in transfers. Recorded revenues are \$15.9 million compared to \$15.8 million last year. That is a difference of about \$135,000. Mr. Creagh commented the Business office planned for a higher line item for revenue. In terms of state appropriations, Mr. Creagh reminded the Board that the College received an additional one-time payment this year. Looking at tuitions fees, The College increased the in-district rate. There is about a 1.2 percent difference year-over-year, or \$277,000 to make up. Property taxes began coming in in December, and in January and February the payments increased. In the Other category, 75 percent of that is from investment income, a 2.7 percent year-over-year.

Mr. Creagh reported that for expenses year-over-year, with a budget of \$31.2 million compared to \$28.2 million the prior year. Recorded expenses are \$14.3 million compared to \$14.5 million, which is a difference of 0.8 difference at 7/12^{ths} of the year in expenses within that time frame. Expenses are also looking good.

Mr. Creagh stated that the College has received the draft report of the single audit and the finance team is working on the responses to that report and are online to get it to the auditors. March 31st is the deadline for the single audit.

Mr. Creagh directed the Board to the tuition information in their packet. reminded them that last year they asked for the tuition information a month earlier than so that they could review it longer before making a decision on whether to increase tuition. There are two different worksheets, one that shows where tuition is now, ordered from top to bottom. Vice President Creagh said that he and his team will monitor that information. The second worksheet gives historical information about the cost of attendance and what the government has specified for 2025/2026.

Chair Mason thanked Mr. Creagh for providing the tuition information earlier. He told Board members that they can contact Dr. Quartey for more information and explanation. Trustee Dowler also thanked Mr. Creagh. She said that when it comes to tuition for next year it can be tough to predict. Trustee Goodman also appreciated getting the tuition information earlier. She asked if there was any way he could provide information on how many students go to other area colleges. She would like to know how many MCCC students go to those community colleges that are close to MCCC and what programs draw them there. Dr. Quartey said he would work with the IR department and look into it.

- C. 3. a. (3) 16. Elizabeth Hartig, Reference Librarian/Public Services, updated the Board on the Library and the One Book, One Community program (OBOC). Ms. Hartig said that MCCC's mission to enrich lives, and she spoke about how OBOC achieves that mission. Jennifer Saul, MCCC adjunct and Monroe County Library System Librarian, and Ms. Hartig are co-coordinators of One Book, One Community of Monroe County. Ms. Hartig explained that the committee spent 9 months preparing for this year's program. OBOC hosts 37 different events across the county for various different ages, even craft events and movie nights. Ms. Hartig told the Board that the program needs their help, as it is fully funded by donations.

Dr. Quartey will forward information about OBOC to the Board this evening. Before One Book, One Community, the College was able to get The Big Read Grant. When those funds ran out, they moved to the One, Book, One Community program. This program that is lead by Monroe County Community College in collaboration with many community organizations is making Monroe County a better place to attend school and to work.

- C. 3. b. (2) 17. President Quartey summarized his reports to the Trustees, which he sends every other week. Dr. Quartey reminded the Board that he sent them his report last week along with several attachments.

President Quartey reported that he sent the Board one version of his report two weeks ago, and then he sent an updated version last week. He spoke about the millage renewal earlier in the meeting. The maintenance contract almost settled and they are about to vote on it. Linda Torbet, Executive Director of Human Resources said that the Maintenance group plans to vote on the contract this

Wednesday. The Board will have to call a special meeting to ratify the contract.

Dr. Quartey said that there is a lot happening on the national scene with the President's executive orders and the Dear Colleague Letter from the Department of Education. President Quartey noted that there have been a series of meetings regarding the letter. The Association of American Community Colleges (AACC) had their meeting today with the presidents from around the nation. today. On Friday MCCA had their meeting with the presidents from around the state, and then last Thursday was the ACCT meeting with the presidents around the nation. We need to wait and see what happens. At the AACC meeting today, the attorney said that the Dear Colleague Letter is not the law, but we need to be cautious. The College is advised not to use the term DEI, but to use the three R's" rename programs, restructure programs, or remove programs. We need to assess our programs and determine what we may need to rename, restructure, or remove.

Chair Mason said that we will be getting legal advice and review. The letter is not the law, but it is notice of following Title VI, so we want both the associations' opinions and a legal opinion to make sure we have answers to our questions and are within the law. Dr. Quartey noted that ACCT said that there will be another Dear College Letter in the next couple of weeks. In terms of immigration Customs and Enforcement (ICE) raids, Campuses are no longer off-limits to ICE; however, there have been no ICE raids on any college campus nationwide. ICE can show up on campus at any time and we have to cooperate with them. Trustee Thayer was not able to attend the recent ACCT National Legislative Summit. Fortunately, Congressman Tim Walberg presented at the Exchange Club meeting on February 20th. Dr. Quartey spoke with him briefly and the congressman supports Short-term Pell. He currently serves as Chairman of the House Committee on Education and Workforce. He does not believe the Department of Education will be eliminated any time soon. Need to be very systematic with our programs.

President Quartey announced that the restroom survey is completed and Cabinet is reviewing the results.

- C. 3. b. (3) 18. Joshua Myers, Executive Director of The Foundation gave the Board an update from the last Board of Directors meeting.

Dr. Myers thanked Liz Hartig for her update on One Book, One Community and said that he is very proud of the program, and of the work that the staff is doing. This is a great partnership in the community as well.

Dr. Myers announced that he did present his 2025 goals and fundraising calendar to The Foundation Board earlier this month. The group reviewed its endowment budget, as required by the board. Excluding the scholarship endowment Dr. Myers anticipated that this year The Foundation will generate \$116,000 in programmatic grants. This has been a big strategic shift The Foundation has made over the last several years. Early on, the focus was more on scholarships, but they have been making the shift to programmatic endowments such as, The Dan Shaw Journalism Scholarship, emergency programs, different smaller endowments (e.g., DTE STEM endowment), and the Cultural Enrichment Endowment.

Dr. Myers reported that The Foundation did approve three different spending items at the last board meeting. Those items include, a stair tread improvement and lighting for the Meyer Theater; The board authorized \$24,000 for strategic initiation fund; also approved was \$25,000 for the Excellence in Innovation Award that is a discretionary grant that is awarded annually. The scholarship deadline coming up on March 1st, so first-year students should get their applications in soon. Dr. Myers said that The Foundation will be awarding smaller scholarships to help students who may have their tuition mostly paid for but not fully.

Dr. Myers announced that last week, the College hosted a visiting artist. The Foundation funds two visiting artists each year. The artists come to campus and bring their art for display on campus for a period of time. Presley Bergmooser is the most recent visiting artist. Miss. Bergmooser gave a great presentation that was very well attended in the a-Z-Boy Atrium. Her art work is on display for the rest of the month. Miss Bergmooser is also working with the Art Club to install two different murals on campus. One will be in the Campbell Academic Center and the other is associated with Heck's Market.

Dr. Myers stated that last week, the College held the Grand Re-opening of Heck's Market last Thursday. He commented that "it was an amazing event that was well attended. There were staff members, community members, Foundation board members, and donors in attendance. The donors who helped make Heck's Market possible, were over the moon because their parents, the Knabusch family, inspired the idea for the market. The family on the mother's side had a market in Monroe, and her family wanted to keep that legacy alive. This was a great opportunity that brought about great publicity. Dr. Myers relayed that he is working with Meijer because, although the manager was not able to make it to the event, he would like to collaborate in more activities with MCCC to benefit both the pantry and the Care Closet. Orders have increased greatly from their previous numbers.

President Quartey added to his President's Report, that he also met with MiLEAP (Michigan Lifelong Education, Advancement, and Potential) today. They are strategizing now on how the State of Michigan could replace funding in case that community colleges lose federal funding. This is part of the ongoing discussions as they relate the President's recent executive orders. There is a possibility of losing grants and Financial Aid.

4. Board Member and Committee Reports

- C. 4. b. (1) 24. Chair Mason noted the upcoming events. He announced that Penny Dorcey, Executive Assistant to the President and Secretary to the Board of Trustees, would contact the Board members to secure a date for the study meeting regarding the Strategic Plan.
35. *It was moved by Ms. Goodman and supported by Ms. Svatek-Whitson that the meeting be adjourned.*

The motion carried unanimously and the meeting adjourned at 7:06 p.m.

Respectfully submitted,

Aaron N. Mason
Chair

Nicole R. Goodman
Secretary

pd/

These minutes were approved at the march 24, 2025, regular meeting of the Board of Trustees.