

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

The Board Room, Z-203/
via Microsoft Teams Meeting
6:00 p.m., September 26, 2022

This meeting was a hybrid meeting.

Present: William T. Bruck, Florence M. Buchanan, Lynette Dowler, Steven Hill, Krista K. Lambrix, and Aaron N. Mason (5:37 p.m.)

Also Present: Scott Behrens, Dana Blair, Jack Burns Jr., Parmeshwar Coomar, Kevin Cooper, Valerie Culler, Chris Gossett, Rick Hubbert, Barry Kinsey, James LeDuc, Leon Letter, Kimberly Lindquist, Linda Marsh, Gerald McCarty, Joshua Myers (5:43 p.m.), Christina Payne, Tina Pillarelli, Kojo Quartey, Linda Roberts, Tyra Robertson, James Ross, Helen Stripling, Linda Torbet, Joe Verkennes, Suzanne Wetzell, Grace Yackee, and Penny Dorcey (recording secretary)

Present Virtually: Mary Kay Thayer

1. Vice Chair, Lynette Dowler called the meeting at 5:35 p.m.

Trustees present in the Board Room included William T. Bruck, Florence M. Buchanan, Lynette Dowler, Steven Hill, Krista K. Lambrix, and Aaron N. Mason.

Mary Kay Thayer attended the meeting virtually from her home in Lambertville, Michigan.

2. Chair Dowler recognized Christopher Gossett as a delegation representing the Monroe County Community College Support Staff Union.

Mr. Gossett introduced himself as the newly elected president of the support staff union, MCCCSSU. He also introduced the unions vice president, Kayla Richards; secretary, Laurel Johnston; and treasurer, Deb Baker. Two additional representatives will be announced at a later date. Mr. Gossett also introduced the new union's negotiating team, Kayla Richards, Tyra Robertson, Linda Roberts, Christina Payne, and Mr. Gossett. Negotiations will begin this coming Wednesday.

3. Trustee Mason entered the meeting at 5:37 p.m.

- B. 2. a. (1) 4. *It was moved by Mr. Bruck and supported by Mr. Hill that the following items on the Consent Agenda be approved as presented:*

B. 2. a. (1) Approval of the June 20, 2022 regular meeting minutes

B. 2. a. (2) Proposed Resolution for Adherence to Best Practices

B. 2. a. (3) Authorization for the President to Execute a Probationary Administrative Contract – H. Stripling

B. 2. a. (4) Authorization for the President to Execute a Probationary Faculty Contract – H. Lechner

B. 2. a. (5) Authorization for the President to Execute a Probationary Faculty Contract – M. El-Amin

B. 2. a. (6) Proposed Resolution Proclaiming October, United Way Month

The motion carried unanimously.

4. New Business

- B. 4. a. (1) 5. *It was moved by Mr. Hill and supported by Ms. Thayer that Dana Blair be named Interim Treasurer of the Board of Trustees of the Community College District of Monroe County, Michigan up to a one-year term, effective October 15, 2022.*

Dana Blair, Director of Financial Services provided the Board with a brief background on herself. gave some background information. Ms. Blair came to MCCC after working for six years at Mason Consolidated Schools, for which she was the director of financial services the last three years and reported directly to the superintendent. Ms. Blair earned her associate's degree from MCCC and went on to complete her bachelor's degree in 2011 and her master's degree in 2021. She completed both degrees online. Ms. Blair has two children and a husband. She loves MCCC because everyone is very positive. Ms. Blair was a certified police officer in 2000 before she left to take an accounting job in dental office, after which spent seven years working as a corrections officer. She has also worked as an armed officer at Fermi.

The motion carried unanimously.

- B. 4. a. (2) 6. *It was moved by Mr. Hill and supported by Mr. Mason that that Policy 6.04, Designated Depositories for College Funds, be approved as presented, effective October 15, 2022.*

The motion carried unanimously.

- B. 4. a. (3) 7. *It was moved by Ms. Lambrix and supported by Ms. Buchanan that the following resolution of Commendation for Ms. Renee Drouillard be adopted:*

WHEREAS, Ms. Renee Drouillard has decided to retire from her position at Monroe County Community College, effective July 29, 2022, and

WHEREAS, Ms. Drouillard has diligently served as Administrative Assistant for Workforce Development for 7 years, and

WHEREAS, Ms. Drouillard began her career at MCCC by serving as the part-time assistant in the Cashier's Office, and

WHEREAS, Ms. Drouillard also served as Data Entry Clerk and Financial Aid Assistant, and

WHEREAS, Ms. Drouillard has actively served on committees, participated in staff development activities, attended a variety of special events, and volunteered for many events and ceremonies throughout her tenure, and

WHEREAS, Ms. Drouillard has served as a testing proctor for many third-party entities managed by Corporate & Community Services, and

WHEREAS, Ms. Drouillard is known for her excellent customer service, warm smile, gentle demeanor, attention to detail, flexibility, positive attitude, and willingness to help, and

WHEREAS, Drouillard has positively impacted the lives of future students, current students, guests, community members, faculty, administrators, and fellow staff, and

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Ms. Renee Drouillard for her dedicated 19 years of 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 26, 2022.

The motion carried unanimously.

- B. 4. a. (4) 8. *It was moved by Mr. Mason and supported by Mr. Bruck that the following resolution of Commendation for Mr. Thomas Ryder be adopted:*

WHEREAS, Mr. Thomas Ryder retired from his position at Monroe County Community College, effective August 31, 2022, and

WHEREAS, he diligently served in various positions serving students and the community for 36 years, and

WHEREAS, he began at MCCC as a student in the mid-1980s and took a position as an assistant in the Copy Center and

WHEREAS, while he was busy earning his associate of science degree from the MCCC, he accepted the full-time position of Copy Center Coordinator when it became available and earned a reputation for providing excellent customer service and running a highly efficient, productive and responsive Copy Center operation, and

WHEREAS, he went on to become coordinator of campus and community events, a position that evolved greatly with the opening of the La-Z-Boy Center and Meyer Theater in 2004, and

WHEREAS, he played a major role in making MCCC the cultural and entertainment hub of Monroe County by bringing high-quality acts to the La-Z-Boy Center and ensuring that all the events went off without a hitch, and

WHEREAS, he added leading the college's student organizations to his repertoire, and as a result, MCCC has an excellent Student Government and an extremely active and involved student body for a community college its size, and

WHEREAS, in 2019 he took on leading the college's Alumni Association and engaged and energized the members and the board, created synergy with current students by coordinating events and projects in tandem with Student Government, and used his decades of event coordination experience to his advantage to put on an excellent annual Alumni Scholarship Golf Outing, and

WHEREAS, in 2020-21, when COVID-19 disrupted the lives of so many students, he jumped in to serve as a student navigator, adeptly assisting students in finding and securing the help they needed to succeed in their higher educational endeavors despite daunting challenges, 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 through student-focused higher education.

THEREFORE, BE IT RESOLVED that the Board of Trustees recognize Mr. Tom Ryder 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 26, 2022.

The motion carried unanimously.

- B. 4. a. (5) 9. *It was moved by Ms. Dowler and supported by Mr. Hill that the following resolution of Commendation for Ms. Suzanne Wetzel be adopted:*

WHEREAS, Suzanne Wetzel has decided to retire from her position as Vice President of Administration and Treasurer with Monroe County Community College, effective October 14, 2022, and

WHEREAS, Suzanne Wetzel has been an outstanding administrator and leader at Monroe County Community College for 35 years, serving as the chief financial officer and Vice President of Administration since 2010, and

WHEREAS, Suzanne Wetzel was instrumental in forming the MCCC Alumni Association, and the MCCC Foundation, and

WHEREAS, Suzanne Wetzel co-chaired the 2010 HLC Self-Study Report and served as an HLC Peer Reviewer for the past 15 years, and

WHEREAS, Suzanne Wetzel was instrumental in securing millage funding and managing millage projects, and

WHEREAS, Suzanne Wetzel helped write the first three Upward Bound and two Title III grants, and

WHEREAS, Suzanne Wetzel has worked for four of MCCC's five Presidents on a countless number of projects designed to benefit students, the institution, and the community as a whole, and

WHEREAS, Suzanne Wetzel has provided exemplary leadership for the entire financial services, purchasing and auxiliary services, safety services, information services, and campus planning and facilities, and

WHEREAS, Suzanne Wetzel served the greater community as a board member for the Michigan Community College Risk Management Authority, ProMedica Monroe Regional Hospital, Monroe City Council, and MPACT Studios, and

WHEREAS, Suzanne Wetzel served for several years as part of the College's negotiations teams, and

WHEREAS, Suzanne Wetzel has positively impacted the lives of thousands of students in Monroe County and the entire region for 35 years while serving as an educational administrator.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Suzanne Wetzel for her dedicated service and contributions to Monroe County Community College, the students and the greater community, and

BE IT RECORDED, that the Board of Trustees expresses its very best wishes for her continued success, good health, and happiness on this Monday, September 26, 2022.

The motion carried unanimously.

- B. 4. a. (6) 10. *It was moved by Mr. Hill and supported by Ms. Thayer that the Five-Year Capital Outlay Plan be approved as presented.*

Ms. Suzanne Wetzel, Vice President of Administration/Treasurer, explained that full 5-year master plan is posted on the College website and most of it is updated: however, the main part is in the top half of the document. Ms. Wetzel noted that the College is submitting FY24 and that on Wednesday, the appropriations subcommittee on joint capital outlay requests meets to hear testimony on the FY23 requests. Both projects are the same but the FY24 projects is a larger request (\$16.1 million) than the current request (\$13.1 million) for the renovation and construction of the Health Education Building. For the new project, a couple of labs, classrooms, two offices and two workrooms have been added to the request.

The motion carried unanimously.

- B. 4. a. (7) 11. *It was moved by Mr. Mason and supported by Ms. Thayer that Policy 2.01, Administrative Organization Chart be approved as revised.*

The motion carried unanimously.

- B. 4. a. (7) 12. *It was moved by Mr. Mason and supported by Ms. Thayer that Policy 2.19, Professional Staff Salary Schedule be approved as revised.*

Ms. Suzanne Wetzel explained that the Board originally approved the professional staff salary schedule back in June. At that point the administration was still reorganizing some positions and had included a grade III professional staff hourly position. There was just one person was moved to that position which was a support staff position. The decision was made that the position would remain a support staff position, but a non-union support staff position. Because of this the grade three professional staff hourly position was removed from the salary schedule.

The motion carried unanimously.

- C. 3. a. (1) 13. President Quartey announced the following staff appointments, probationary administrative contracts, probationary faculty contracts, faculty position adjustment, retirements, and resignations:

Staff Appointments:

Aric Parker, General Maintenance Worker, effective June 20, 2022 (Replacing Adam Prater)

Terry Cusac, General Maintenance Worker, effective August 8, 2022 (replacing Jacob Johnson)
 Rebecca Fournier, Administrative Assistant, Lifelong Learning, effective August 16, 2022 (replacing Mary Lunn)
 Mitchell Patlin, General Maintenance Worker, effective September 19, 2022 (replacing Sue Hoffer)
 Michelle Beaudrie, Financial Aid Assistant, effective September 26, 2022 (replacing Allison Gallardo who was promoted to Financial Aid Specialist)

Promotion:

Allison Gallardo, Financial Aid Specialist, effective July 24, 2022 (new position)

1st Year Probationary Administrative Contract:

Helen Stripling, Director of Respiratory Therapy, effective August 21, 2022 (replacing Ijaz Ahmed)

Dr. Kim Lindquist stated that Ms. Stripling is an alumna of MCCC's Respiratory Therapy program. She was also Student of the Year of her class and alumna of the Year for the Respiratory Therapy program. Ms. Stripling also served as the interim director of Respiratory Therapy over the summer. Dr. Lindquist added that Ms. Stripling is doing a wonderful job and that she is very assertive and accountable.

1st Year Probationary Faculty Contract:

Hans Lechner, Associate Professor of Geosciences, effective August 22, 2022 (replacing Lisa Scarpelli)
 Maria El-Amin, Associate Professor of Science, Physics, effective August 22, 2022 (replacing Roger Spalding)

Faculty Position Adjustment – Temporary Full-time - HEERF funded

Amy Ockerman, Disabilities Counselor (Temporary Full-time), effective September 12, 2022 through June 30, 2023

Retirements:

Renee Drouillard, Administrative Assistant to the Director of Workforce Development, effective, July 29, 2022
 Thomas Ryder, Events/Student Activities Coordinator, effective August 31, 2022
 Suzanne Wetzel, Vice President of Administration/Treasurer, effective October 14, 2022
 Joyce Haver, Counselor, effective December 23, 2022 (resolution to be read at the November Board meeting)

Resignations:

Jonathon Brown, Student Success Navigator – Analytics, effective July 15, 2022
 Ethan Dixon, Power Systems Operator, effective August 7, 2022
 Easton Cox, General Maintenance Worker, effective August 12, 2022

- C. 3. a. (2) 14. The Board received a note of thanks from Dr. Ronald Campbell for the re dedication of the Campbell Academic Center (enclosure)
- C. 3. a. (3) 15. The Board received a note of thanks from Jane Clevenger for the beautiful retirement gift (enclosure)
- C. 3. a. (4) 16. The Board received a note of thanks from Amy Salliotte and Family for the beautiful plant sent at the death of her mother-in-law, Sally Salliotte.
- C. 3. a. (2) 17. Suzanne Wetzel, Vice President of Administration/Treasurer, gave the board an update on the General Fund Revenues and Expenses for the periods ending July 31, 2022 and August 31, 2022.

Suzanne Wetzel noted that both the annual audit with Cooley Hehl and the single audit with Plante Moran are currently underway. The HVAC payment was made last week. The principal balance on that loan is now about \$10.4 million. The Campbell Academic Center opened for fall classes. Jack Burns, Jr, Director of Planning and Facilities, Brian Lay, Chief Information Officer, and Kelly Heinzerling, Director of Purchasing and

Auxiliary Services, and their teams are finishing the detail work. The building is open and operational and the students appear to like the new space. Ms. Wetzel reminded the Board that there will be a hearing on the state community college's capital outlay requests on September 28th. The Appropriations Committee has not asked the presidents to testify; however, our legislators will testify on the College's request for the Health Education Building renovation and expansion.

Ms. Wetzel reviewed the State Appropriations revenue (\$919,896) on the August 31st statement, noting that it still includes the July and August accruals as the state budget begins in October. Ms. Wetzel also noted that when looking at Tuition and Fees revenue, while headcount and credit hours are slightly down, billable contact hour revenue is favorable to budget. This is partly due to the tuition increase the Board approved in March. Fall Lifelong Learning tuition revenue is at about 25 percent of budget and Contract Education revenues is at 25 percent of its annual budget. The 20 Fund (Technology Fund) is at 50 percent of its budgeted revenue. General Fund expenses are aligning with typical patterns for this point in the fiscal year.

- C. 3. b. (1) 18. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey announced that in the grants area the College was informed last week that it has been awarded \$1.74 million by the federal government for its Title III project, to provide a robust first-year experience. He thanked Dr. Scott Behrens, Vice President of Enrollment Management and Student Success, and Cajetan D'Cunha, Grant Writer, Dr. Grace Yackee, Vice President of Instruction, and Suzanne Wetzel, Vice President of Administration and Treasurer, for their many hours, nights, and weekends of diligent work to secure this grant. Work on the Ralph F. Wilson Foundation grant continues and the announcement will be made in October. MCCC has been awarded grants for electric vehicle (EV) work and will host the second county-wide EV car show on Saturday, October 15th in parking lot #2, in front of the Career Technology Building. Somebody has to lead the charge for EV and MCCC is taking that lead.

President Quartey announced that the State has made \$2 million available to MCCC for nursing, partnerships with other institutions. The funds will be divided equally among 28 community colleges. A capital outlay hearing is set for September 28th. Representative Joseph Bellino and Senator Dale Zorn will testify on MCCC's behalf on September 28th. MCCC has continued to pursue funding for the Welch Health Education Building renovation for several years. This funding would be \$6.5 million, with an additional \$4 million for the equipment for MCCC. The first testimony was held in April 2019.

Dr. Quartey commented that the annual audit is ongoing. Enrollment numbers are down just over three percent. The Board will receive a full enrollment report at the October Board meeting. The DTE Hub high school class on basic electrics is ongoing. MCCC competed in Corporate Cup this Year. President Quartey thanked all those who participated. Negotiations with faculty are ongoing. Negotiations with the support staff begin on Wednesday. A political candidate forum is set for October 19th and 20th, in the Meyer Theater. Ray Kisonas, Monroe News; William Parker, President Monroe County NAACP; Gerald McCarty, Director of Student Success; and Dr. Scott Behrens, Vice President of Enrollment Management and Student Success, will moderate the forums.

Dr. Quartey continues to submit weekly articles to the Monroe News. They appear in the paper every Sunday. Community activities, partnerships and involvement with various efforts continue. One-on-one meetings with the Trustees continue. The new bike trail should be completed by next year. Part of the trail will run through the campus and the Intermediate Scholl District property.

President Quartey remains available for one-on-ones, and Penn Dorcey, Executive Assistant to the President and Secretary to the Board of Trustees, and he stand to assist with any subcommittee work.

- C. 3. b. (2) 19. Barry Kinsey, Director of Workforce Development, announced that Leon Letter, Dean of Business, was the recipient of the Summer 2022 Enriching Lives Award. Mr. Kinsey read the following committed that was included on Mr. Letter's nomination form:

“Leon has been a breath of fresh air since arriving on campus less than one year ago. He has embraced his role as Dean of the Business Division and has welcomed Corporate and Community Services as part of the Business Division. Leon has the students' best interest in mind. He is working to revitalize programs and looking to start new ones. He has worked with Lifelong Learning to develop summer camps that serve school age children. Leon has already volunteered to serve on a number of hiring committees and visits our county high schools to attract future students. Advisory committees have taken on a new life under Leon and are expanding. He looks to strengthen relationships on campus and in the business community. He has embraced several of our non-credit programs and is supportive of our efforts to attract non-credit student to our campus. Leon sees a problem and works to solve it by including all that are affected. He is the consummate professional and has an entrepreneurial spirit that will serve our campus well.”

- C. 4. b. (1) 20. Trustee Thayer gave the Board an update on the Michigan Community college Association (MCCA) 2022 Summer Conference, held in Traverse City, Michigan on July 26-29, 2022.

Ms. Thayer gave some brief highlights of the summer conference. Her written report is part of the permanent Board file and can be obtained through the President's office. Ms. Thayer noted that part of the role of the MCCA is to promote the sharing of information between trustees and college presidents. Senator Horn spoke about capital outlay on Monday. On Wednesday, the appropriations Capital Outlay Committee will listen to testimony regarding the submitted projects. Ms. Thayer noted that one concern was the discussion over changed the funding formula for community colleges. The concern is that the formula be fair across all colleges. The Board of Directors meet at Kirtland Community College this Thursday and Friday. Additionally, an invitation to join the MCCA has been extended to the three tribal colleges in the state. To date, two or the three colleges have joined.

Chair Dowler thanked Ms. Thayer for her service and for making sure the voices for MCCC are heard.

- C. 4. b. (2) 21. Trustees Hill and Bruck gave the Board an update on their work for the *Board By-laws Review Ad Hoc Committee*.

Trustee Bruck's and Trustee Hill's work on the Board By-laws review continues. They would like to make the Conflict of Interest clause clearer and more concise, as well as work on the rationale for the Nomination of Offices, as suggested by Dr. Pamila Fisher from the Association of Community College Trustees (ACCT). Trustees Bruck and Hill will provide their final recommendations at the October 24th regular meeting of the Board of Trustees.

- C. 4. b. (3) 22. Trustees Buchanan and Lambrix gave an update to the Board on their work on the *Presidential Evaluation Tool Review Committee Ad Hoc Committee*. They are making good progress on the revision of the *Presidential Evaluation Tool*, but have a few more details to wrap up. Specifically, they want to ensure that each part of the evaluation directly ties into the President's measurable goals and outcomes, and aligns with the Board self-evaluation as well. They are also establishing more clear timelines for the evaluation and the approval of the President's goals. Trustees Buchanan and Lambrix will provide their final recommendations at the October 24th regular meeting of the Board of Trustees.

- C. 4. b. (4) 23. Trustee Mason and Chair Dowler gave the Board an update on their work for the *Presidential Compensation Committee Ad Hoc Committee*. Trustee Mason and Chair Dowler have review various data, both state and national, while researching presidential compensation. MCCC's presidential compensation is about in the middle of the 28 state community colleges. They will send their findings to the Trustees and the administration ahead of time so that everyone has time to review and digest the data. They will come back to the October 24th meeting with a final proposal for discussion.

- C. 4. b. (4) 24. Chair Dowler noted the upcoming events. Dr. Quartey added the President's State of the College Address, which is to be held on Thursday, October 27th in Founders Hall at 8:00 a.m.

- C. 4. b. (5) 25. *It was moved by Mr. Bruck and supported by Ms. Lambrix that the meeting be adjourned.*

The motion carried and the meeting adjourned at 7:18 p.m.

Respectfully submitted,

Lynette M. Dowler
Chair

Krista K. Lambrix
Secretary

pd/