

DRAFT

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

Via Microsoft Teams Meeting  
and in the Board of Trustees Room  
Z-203, La-Z-Boy Center  
6:00 p.m., September 27, 2021

This meeting was a hybrid meeting.

Present: William T. Bruck, Florence M. Buchanan (Teams), Lynette M. Dowler, Steve Hill (Teams), Krista K. Lambrix, Aaron N. Mason, and Mary Kay Thayer

Also Present: Charles Abel, Ijaz Ahmed (Teams), Scott Behrens (Teams), Jack Burns Jr. (Teams), Parmeshwar Coomar (Teams), Kevin Cooper (Teams), Valerie Culler, AJ Fischer (Teams), Rick Hubbert, Barry Kinsey (Teams), Leon Letter (Teams), Kimberly Lindquist (Teams), Linda marsh (Teams), Joshua Myers (Teams), Lauren Pillarelli (Teams), Tina Pillarelli (Teams), Kojo Quartey, Ryan Rafko (Teams), Don Roof (Teams), James Ross (Teams), Linda Torbet (Teams), Joe Verkennes (Teams), Tracy Vogt (Teams), Suzanne Wetzels, Quri Wygonik (Teams), Grace Yackee (Teams), and Penny Dorsey (recording secretary)

1. Chair Dowler called the meeting at 6:01 p.m. and took attendance as follows:

Present:

Aaron N. Mason – the MCCC Board Room William T. Bruck, the MCCC Board Room; Krista K. Lambrix – the MCCC Board Room; Mary Kay Thayer – the MCCC Board Room; Florence M. Buchanan – Home, Monroe Charter Township, MI; Steven Hill, Office, Monroe County, MI; Lynette M. Dowler – the MCCC Board Room;

2. There were no delegations present.
3. Chair Dowler pulled item B. 2. a. (2) Resolution of Commendation – Ms. Lauren Pillarelli

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

- B. 2. a. (3) Resolution of Commendation – Ms. Cynthia Yonovich

*WHEREAS, Ms. Cynthia Yonovich has retired from her position at Monroe County Community College, effective August 20, 2021,  
And*

*WHEREAS, she has diligently served as reference librarian for the past 15 years, and*

*WHEREAS, she actively served on several committees, presented regularly on reference guidance, initiated database development that helped get information directly into the hands of students, participated in staff development activities and community-wide events such as One Book One Community of Monroe County, and*

*WHEREAS, she was the consummate professional who went above and beyond her required duties when the physical MCCC campus was closed during the COVID-19 pandemic and she was often seen coming to and from campus to get materials for faculty, and*

*WHEREAS, Ms. Yonovich is known for her dedication to the college, students and faculty; her purpose as a reference librarian,*

*and her sense of humor, as well as her care for students, which was evident in her smile.*

*THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Ms. Cynthia Yonovich for her 15 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, wellbeing and happiness on this Monday, September 27, 2021.*

B. 2. a. (4) Resolution of Commendation – Mr. William Bennett

*WHEREAS, Mr. William Bennett, has decided to retire from his position as general maintenance worker with Monroe County Community College, effective July 20, 2021, and*

*WHEREAS, for 22 years he has been considered an outstanding employee who has helped to foster an excellent maintenance program in the Campus Planning and Facilities Department, and*

*WHEREAS, he has maintained buildings and grounds with a variety of licenses and certifications over the years that have been invaluable to the upkeep and operations of the college, and*

*WHEREAS, he has served as a mentor, role model and trainer for his co-workers and has helped to foster a high level of professionalism within the maintenance staff, and*

*WHEREAS, he willingly utilized his skillset as a talented artist to create the fun and whimsical Winnie the Pooh mural in the Childcare Center that greatly enhanced the environment of that space for the children.*

*THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Mr. William Bennett for his dedicated service and contributions to the college, our students and the community, and*

*THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for his continued success, wellbeing and happiness on this Monday, September 27, 2021.*

B. 2. a. (5) Resolution of Commendation – Mrs. Terry Peterson

*WHEREAS, Mrs. Terry Peterson has decided to retire from her position as power systems operator with Monroe County Community College, effective August 31, 2021, and*

*WHEREAS, for 21 years she has been an excellent employee who has helped to foster a superb maintenance program in the Campus Planning and Facilities Department, and*

*WHEREAS, in the performance of these duties, she has secured a number of licenses and certifications to assist her in maintaining the college's buildings, grounds and mechanical systems, and she has enthusiastically embraced new technology to insure the college's systems are operating at peak performance, and*

*WHEREAS, she has served as a mentor, role model and trainer for her co-workers and has helped foster a high level of professionalism within the maintenance staff, and*

*WHEREAS, she has continually demonstrated her commitment to the college mission and dedication to our faculty, staff and students both on- and off-campus by continuously seeking out new responsibilities, moving from general maintenance worker to maintenance trainee and, ultimately, to power systems operator.*

*THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Mrs. Terry Peterson for her dedicated service and contributions to the college, our students and the community, 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, September 27, 2021.”*

- B. 2. a. (6) Authorization for the President to Execute an Second year Probationary Administrative Contract for Scott Behrens.

- B. 2. a. (7) Proposed Resolution Proclaiming October, United Way Month

*WHEREAS, the United Way of Monroe County is entering its 2021-2022 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 2021-2022 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 2021 ‘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 27, 2021.*

A roll call vote was taken as follows:

- Yes [7] Aaron N. Mason, Florence M. Buchanan, Steve Hill, William T. Bruck, Krista K. Lambrix, Mary Kay Thayer, Lynette M. Dowler
- No [0] None

The motion carried unanimously.

4. New Business

- B. 4. a. (1) 5. *It was moved by Ms. Lambrix and supported by Mr. Mason that the following resolution of commendation be adopted for College Supporters of the Year, Don and Patricia Roof:*

*WHEREAS, Don Roof and his wife Patricia met at Dundee High School, married shortly after graduation, and moved into married housing at Eastern Michigan University where they both worked while Don was earned his college degree, and*

*WHEREAS, the couple returned to Dundee where they made their home and raised three daughters while Don worked a variety of executive positions in finance and accounting as well as management, including serving as chief financial officer and chief executive officer for several NYSE companies, and*

*WHEREAS, Don's father had been trained as a tool and die maker and Patricia's father had also worked as a skilled tradesman, and Don's professional experience made him aware of the increasing need for skilled, well-trained individuals in manufacturing, and*

*WHEREAS, Don and Patricia learned more about the programs and training MCCC offered, especially within the Applied Science and Engineering Technology Division, and*

*WHEREAS, Don and Patricia made the decision in 2014 to add The Foundation at MCCC to the organizations they support through their family foundation and started funding scholarships for students with plans to study in one of the college's 13 ASET programs, and*

*WHEREAS, since 2015, eight students have received the Roof Family Foundation scholarship, and*

*WHEREAS, Don and Patricia have been extremely generous over the course of the COVID-19 pandemic, continuing to fund their family scholarship and contributing an additional \$17,500 to help students via MCCC's Project Persist initiative that provides emergency aid.*

*THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Don and Patricia Roof as the 2021 College Supporter of the Year in appreciation of their continued support of Monroe County Community College and its programs, and*

*THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its sincere gratitude to Don and Patricia on this Monday, September 27, 2021.*

Chair Dowler commented that Don and Patricia Roof were a beautiful example of Monroe County in every way. The Roofs will receive their award physically in a couple of weeks at the Monroe County Business Development's "Focus on the Future" event.

Mr. Roof stated that he and Patricia were honored and that they are looking forward to the event in early November on campus. He commented that the applied arts and trades are something that there is a dire need for in the country. Over the next few years the Roofs hope to dramatically grow the number of scholarships they have funded. He believes Monroe County Community College's (MCCC) programs will provide the type of education that young adults need to be trained for a good career. He and Patricia are hoping to fund scholarships for many years to come.

Trustee Thayer mentioned that the applied sciences are an open market. She thanked the Roof's for their donations to scholarships and to the emergency aid fund for students.

President Quartey thanked Mr. Roof for his encouragement over the years. He relayed the story of how he met Mr. Roof in 2016 while going door-to-door campaigning for the millage in Dundee. Dr. Quartey was tired and ready to give up, but Mr. Roof encouraged him to keep going. He commented that not only

have the Roofs given of their own funds, but they have encouraged some individuals to move forward and give additional funds. He thanked Mr. & Mrs. Roof for their continued support MCCC.

Joshua Myers, Executive Director of the Foundation at MCCC, added that there are very few donors that have been as personally invested in the stories of their recipients as Don and Pat have, and they do it not just because they want to hear the stories and they want to feel good about what they do, they do it because they are so deeply interested in trying to improve what they do by the success of the students that they support. Dr. Myers thanked the Board for recognizing the Roofs and said that they are wonderful people and wonderful supporters of the College.

A roll call vote was taken as follows:

Yes [7]	Aaron N. Mason, Florence M. Buchanan, Steve Hill, William T. Bruck, Krista K. Lambrix, Mary Kay Thayer, Lynette M. Dowler
No [0]	None

The motion carried.

- B. 2. a. (2) 6. *It was moved by Mr. Mason and supported by Ms. Thayer that the following resolution of commendation for Ms. Lauren Pillarelli be adopted:*

*WHEREAS, Ms. Lauren Pillarelli retired from her position at Monroe County Community College, effective July 30, 2021, and*

*WHEREAS, she diligently served in various student service positions for the past 30 years, and*

*WHEREAS, she began her career at MCCC by serving as a student employee in the Office of Lifelong Learning before making the transition to her role as administrative assistant for the Office of Admissions and Guidance Services for the majority of her career, and*

*WHEREAS, she actively served on several committees, participated in staff development activities, attended and organized a variety of special events, and led students as an advisor for Phi Theta Kappa, an international honor society for two-year colleges, and*

*WHEREAS, she is known for her even-tempered and gentle demeanor, attention to detail, flexibility, positive attitude and willingness to always help students succeed.*

*THEREFORE, BE IT RESOLVED that the Board of Trustees recognize Ms. Lauren Pillarelli for her 30 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 27, 2021.*

Dr. Quartey thanked Ms. Pillarelli for her many years of service at MCCC and for always having a smile on her face. He also noted her work coordinating the Honors program Phi Theta Kappa recognition ceremony on campus, as well as the Phi theta Kappa awards luncheon in Lansing.

Trustee Mason expressed his appreciation of Ms. Pillarelli for her support, especially while his children attended MCCC.

Ms. Pillarelli thanked Dr. Quartey and the Board for the recognition.

A roll call vote was taken as follows:

Yes [7] Aaron N. Mason, Florence M. Buchanan, Steve Hill,  
William T Bruck, Krista K. Lambrix, Mary Kay Thayer,  
Lynette M. Dowler  
No [0] None

The motion carried unanimously.

7. Chair Dowler move item C. 3. B. 2. forward in the agenda

- C. 3, b. 2. 8. Joe Verkennes, Director of Marketing and Communications, gave a brief background of the ground of the Enriching Lives Award program. He explained Monroe County Community College recognizes the importance of its employees and welcomes the opportunity to recognize their extraordinary achievements. Because of this, the Employee Engagement Committee accepts nominations for the Enriching Lives Performance Award to recognize one of the employees based on his or her commitment and the examples to how they incorporate the College's mission, vision and values into their everyday work activities.

The committee is devoted to honoring the employee whose actions create a positive change on campus, and nominations are accepted during the midpoint of each semester, fall, winter, and summer. The individual selected is recognized at the Board meeting closest to the end of the semester. Mr. Verkennes announced that there were four nominees for the Summer 2021 Enriching Lives Performance Award. The nominees are Rachel Eagle, Administrative Assistant to the Dean of Humanities and Social Sciences; Mary Lyons, who manages room reservations; Jacqueline Corser, Culinary adjunct instructor who also helps manages the College's farm; and Lori Ebersole-Smith, who is manager of the copy center, which is run by Applied Imaging from outside the College. Unfortunately, Lori was not eligible to win the award, but will be recognized with a certificate of nomination along with the other nominees who did not win this time.

Mr. Verkennes announced Ms. Rachel Eagle as the winner of the Summer 2021 Enriching Lives Performance Award. Mr. Verkennes paraphrased the words of the individual who nominated Ms. Eagle. Ms. Eagle thanked the committee for selecting her to receive the Enriching Lives award and commented that she could not do what she does without a great team.

- B. 4. a. (2) 9. *It was move by Ms. Thayer and supported by Ms. Lambrix that the Monroe County Community College Board of Trustees certifies that Monroe County Community College not only meets but exceeds the best practice standards required by the education omnibus appropriations act for fiscal year 2021, as the attached table demonstrates.*

A roll call vote was taken as follows:

Yes [7] Aaron N. Mason, Florence M. Buchanan, Steve Hill,  
William T Bruck, Krista K. Lambrix, Mary Kay Thayer,  
Lynette M. Dowler  
No [0] None

The motion carried unanimously.

- B. 4. a. (3) 10. *It was moved by Mr. Mason and supported by Mr. Hill that Policy 2.01, Administrative Organization Chart be approved with corrections.*

Linda Torbet, Director of Human Resources reviewed the changes to Policy 2.01, Administrative Organizational Chart. She explained that with any new

reorganization, for example, Dr. Behrens join the College last October, and with that came some changes to the lines of reporting. The Library was moved from under Instruction to enrollment Management and Student Success. Another change was an upgrade and title change to the position of Security Supervisor (a support staff position) to Chief of Security (a professional staff position). The position of manager of Information Systems received a title change to Chief Information Officer. Ms. Torbet the noting that the “Dean” of Lifelong Learning and the “Dean” of Workforce Development should be corrected to read as “Director” of Lifelong Learning and the “Director” of Workforce Development.

Dr. Quartey gave a quick review of review of the changes to the Policy that the Board updated at eh March 2021 meeting. He explained that these changes enable the services in these areas to be more seamless as more student enroll in the College.

A roll call vote was taken as follows:

Yes [7] Aaron N. Mason, Florence M. Buchanan, Steve Hill,  
William T Bruck, Krista K. Lambrix, Mary Kay Thayer,  
Lynette M. Dowler  
No [0] None

The motion carried.

- B. 4. a. (4) 11. *It was moved by Ms. Lambrix and supported by Ms. Thayer that the following resolution naming the new safety services office be adopted:*

*WHEREAS, William “Bill” Myers served as a decorated Monroe County Deputy Sheriff for 33 years before his retirement in 2004 – many of those years serving as the MCCC campus detail from the Sheriff’s department, and*

*WHEREAS, Bill Myers was hired after his retirement by MCCC as the college’s first chief of security, where he worked for the college for an additional 15 years, and*

*WHEREAS, Bill Myers served for 48 years as a law enforcement officer, in total working over 25 years on the MCCC campus, and*

*WHEREAS, Bill Myers assembled a highly qualified team of former law enforcement officers who he believed must have “the right demeanor and attitude” to serve and protect the students and staff of MCCC.*

*THEREFORE, BE IT RESOLVED, that the Board of Trustees honors the life and contributions to the campus community of Bill Myers, and*

*THAT IT FURTHER BE RESOLVED, in recognition of over a quarter century of service dutifully given to the MCCC campus by Bill Myers, that the Board of Trustees dedicates the new MCCC Safety Services Office as the ‘Bill Myers Safety Services Office.*

Dr. Joshua Myers thanked the Board for approving the resolution and expressed how meaningful this recognition is to him and his family. He commented on how much his father, “Bill” Myers, loved the College and that it meant a great deal to him. Dr. Myers thanked Dr. Quartey an Charlie Abel for putting this recommendation forward.

A roll call vote was taken as follows:

Yes [7] Aaron N. Mason, Florence M. Buchanan, Steve Hill,  
William T Bruck, Krista K. Lambrix, Mary Kay Thayer,  
Lynette M. Dowler

No [0]      None

The motion carried.

- B. 4. a. (5) 12. *It was moved by Ms. Thayer and supported by Mr. Mason that the board authorizes the creation of a donor naming opportunity for the MCCC Food Pantry and further establishes the minimum gift amount at \$10,000, pursuant to MCCC Policy 1.69.*

Dr. Joshua Myers explained that The Foundation is working on a food pantry on campus to serve students with food insecurity. This item is a request to name the pantry. A gift of \$10,000 secure naming rights. Those funds will help fund the food pantry.

A roll call vote was taken as follows:

Yes [7]      Aaron N. Mason, Florence M. Buchanan, Steve Hill,  
William T Bruck, Krista K. Lambrix, Mary Kay Thayer,  
Lynette M. Dowler  
No [0]      None

The motion carried.

- C. 3. a. (1) 13. President Quartey announced the following staff appointments, transfers, rehire, administrative contracts, and faculty contracts:

Staff Appointments:

\ Teresa Drouillard, General Maintenance Worker, effective June 28, 2021  
(Replacing Dale Parker)

Brianna Pio, Student Success Navigator – Math, effective July 19, 2021  
(new grant-funded position)

Tyler Simmons, Full-time Temporary, State Special Programs Coordinator,  
effective August 9, 2021 (New position)

Jennifer St. Charles, Administrative Assistant to the Dean of Applied Science  
and Engineering Technology, effective August 9, 2021, (Replacing  
Jennifer Golen)

Damaris Sargent, Student Success Navigator – Retention & Completion,  
effective September 1, 2021 (New position repurposed from  
Administrative Assistant/Student Success Center position)

Jonathan Brown, Student Success Navigator, Analytics, effective September 27,  
2021 (Replacing Lauren Pillarelli. Rewritten position, formerly  
Administrative Assistant to the Director of Admissions)

Transfers

Kessie Drouillard, Registrar's Office Assistant and Processor, effective  
June 28, 2021 (Transfer from Part-time Registration Assistant to  
Registrar's Office Assistant and Processor. New position title – formerly  
Administrative Assistant to the Registrar, replacing Courtney Slater)

Kim Letasse, Financial Aid Assistant, effective August 16, 2021 (Transfer from  
Cashier to Financial Aid Assistant. Replacing Kessie Drouillard)

Laura Manley, Technical Services/References Librarian, effective August 25,  
2021 (Transferred from Director of Library. Replacing Thomas Adamich)

Vickie LaValle, Cashier, effective October 4, 2021 (Transferred from Culinary  
Technician)

Rehire

Zachary Moore, CIS Instructor: Computer Science and Computer Programming,  
effective August 23, 2021

Temporary Full-time Faculty Contract

David Peck, Public Services/Reference Librarian, effective August 30, 2021  
(Temporary until December 2021. Replacing Cynthia Yonovich)

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

Scott Behrens, Vice President of Enrollment Management and Student Success, effective July 1, 2021 through June 30, 2022

Retirements

Lauren Pillarelli, Administrative Assistant to the Director of Admissions, effective, June 30, 2021

Bill Bennett, General Maintenance Worker, effective June 30, 2021

Cindy Yonovich, Reference/Public Services Librarian, effective August 20, 2021

Terry Peterson, Power Systems Operator, effective August 31, 2021

Resignations

Robert Stawkey, Power Systems Operator, effective August 5, 2021

Token Conde, General Maintenance Operator, effective August 19, 2021

Kellie Kull, Administrative Assistant to the Director of Admissions, effective September 9, 2021

Ryan Rafko, Director of Admissions/Guidance Services, effective October 8, 2021

- C. 3. a. (2) 14. The Board received a note of thanks from Kimberly Lindquist and family for the planter sent in memorial of her step-mother, JoAnn Checker (enclosure)
- C. 3. a. (4) 15. The Board received a note of thanks from Kimberly Lindquist and family for the planter sent in memorial of her step-mother, JoAnn Checker (enclosure)
- C. 3. a. (5) 16. The Board received a Statement of General Fund Revenues and Expenses for the Periods Ending July 31, 2021 and August 31, 2021 (enclosures)

Suzanne Wetzel, Vice President of Administration/Treasurer, announced that the audit is under way. The auditors are on campus as of today and will be here for a while. They will be working with AJ Fischer, Director of Financial Services, Valerie Culler, Director of Financial Aid, and their teams closing out the last fiscal year. The onsite Foundation audit is complete. The single audit is ongoing and most of that work is being done remotely.

Ms. Wetzel noted that the HVAC payment was paid last week on time. In terms of the state budget has not yet been finalized, although the conference committee is waiting for the governor's signature. What that means for the college is that operationally, the budget includes 1.1 percent increase for MCCC on its operational funding. This equates to \$51,4000. There is also a one-time supplemental payment that will be made to the College in the amount of \$186,200. Ms. Wetzel reminded the Board that the administration had budgeted for a one-time payment. Once the budget is signed, Ms. Wetzel will bring a proposed budget adjustment to the Board for approval. Overall, this is additional money more than what was budgeted, which works out to about an additional \$83,600.

Ms. Wetzel directed the trustees to the August Revenues and Expenses and pointed out the \$913,000 reflected under state appropriations. That is not money for this fiscal year, but rather the accruals from July and August that have yet to be made as part of the audit. Ms. Wetzel moved on to tuition and fees revenues, that are \$210,654 favorable to budget. She gave credit to the hard work of Dr. Scott Behrens, Vice President of Enrollment Management and Student Success, and his team for this positive increase.

Ms. Wetzel closed with an update on the construction of the Campbell Learning Resources Center (LRC) and the Diversity, Equity, and Inclusion (DEI) Center. Both projects are under construction and on target. The Campbell LRC is scheduled to open in the fall and the DEI Center is scheduled to open in January.

Dr. Quartey remarked that as he walks around campus, he sees students who are excited about the spaces MCCC has. All of the new spaces in the various buildings are always full. Good things are happening, President Quartey thanked Jack Burns, Jr., Director of Planning and Facilities, and the maintenance team; Brian Lay, Chief Information Officer, and the Information Services team; and Kelly Heinzerling, Director of Purchasing and Auxiliary, for the hard work each of their areas has put in to bring about this positive change to the campus. Dr. Quartey also added that Dr. Behrens “hit the ground running” with recruitment work, and the Frontliners and Michigan Reconnect programs. There will be additional state money for both Frontliners and Reconnect. The MCCC team will be out again actively recruiting additional students. This is about serving more people and taking the College from where it is to the next level.

Ms. Wetzel informed the Board that she would keep them updated on the state budget progress.

- C. 3. a. (5) 17. Mr. Joe Verkennes, Director of Marketing and Communications, and his co-chair, Dr. Quri Wygonik, Director Institutional Research, Planning & Accreditation, gave the Board an update on the Strategic Plan.

Mr. Verkennes reviewed the timeline for the Strategic Plan to give the Board a perspective of where the College was with the plan and how far it has progressed. Being student focused is the mission in a nutshell. The foundation of the strategic plan are the tactics and the timeline. The Pandemic was a major roadblock to the process because it hit right after the Board approved the plan. Efforts were relaunched in May 2020 and the Strategic Planning Task Force became a full standing committee over the summer. The subcommittees started meeting virtually over the summer. The main committee had 30 members and nine subcommittees to implement the strategic plan and monitor accountability to get things done. Mr. Verkennes estimates that direct participation has been on-third to one-half of campus across the board. In November, Mr. Verkennes and Dr. Wygonik presented about 50 tactics and a timeline and began working on implementation at that point. The committee also extended the plan from 3 to 5 years to ensure that all the tactics could be completed and proper evaluation could occur. There was a slight lapse in the strategic planning process which resulted in an increased number of tactics. The plan is dynamic and constantly changing and evolving with the College.

Mr. Verkennes explained that in January 2021, the committee updated the plan by adding some additional tactics and revising the timeline because it felt like it was missing the diversity, equity and inclusion tactics. These were built in the mission, core values, and the vision, but the committee wanted to be more specific with an additional objective and five tactics to go with that. This is the first biannual report out to the Board. The next one will occur in spring 2022.

Today’s report will focus on tactics that are completely or partially done to date, and then give an update on things that need to be done moving forward. Under the administration area there is a Diversity, Equity, and Inclusion Center, which is being developed currently, with an opening planned in January 2022. The Administration area was responsible to make a recommendation on space to foster inclusion, equity, and celebrate cultural diversity. That is completed. The Instructional area has created a Boot Camp Task Force to evaluate current offerings and to explore future boot camps based on student need; developed and required Brightspace training for all full-time and adjunct faculty; incorporated class schedule efficiency into an Enrollment Analytics Dashboard; and hired an experiential learning coordinator.

The Enrollment Management and Student Success area implemented a 30-hour degree audit communication system; developed a task force to support college-wide assessment of mental health services for students; inventoried existing

articulation/transfer agreements with 4-year institutions; and selected a method for process mapping the student experience.

Dr. Wygonik continued with the last area update. The Human Resources area has developed a Campus Collaboration Committee to organize and schedule events/activities; they are reviewing college policies that specifically guide behavior regarding civility; they are comprehensively reviewing and revising college policies that guide employee interactions; engaging the campus in civility and team-building training; and they incorporated the employee skills inventory into the evaluation process and provided training to supervisors regarding the skills inventory. The President's Office hired consultants to draft the MCCC diversity, Equity, and Inclusion (DEI) Plan; and they are engaging the community in supporting the MCCC DEI Plan. This happens through the CREED presentations which have been well received in the community. Additionally, the Governance Evaluation committee delineated strategies for improvement of the shared governance model based on the 2019 survey findings. The next step will be for that group to create a timeline within which that strategy will occur.

Upcoming projects the Board will hear about during the next update include the following for the Instructional area, continue to offer and assess late start courses via a task force; continue promoting the blended class modality and develop a "student choice" modality; develop structured online program pathways; develop standardized minimum elements of Brightspace courses; conduct a comprehensive assessment of regional, industrial, business partner, and labor market needs using the newly purchased Emsi/Burning Glass programs; training among the Deans is ongoing and facilitated by the IR Office; conduct a comprehensive assessment of experiential learning needs; and conduct a gap analysis to identify areas to increase articulation/transfer agreements and course transferability.

The Enrollment Management and Student Success area will complete the process mapping of the student experience project; create a Task Force to analyze the current advising process and make recommendations for improvement; analyze existing course transfer inventory for top 4-year partners; establish standardized transfer and articulation guidelines and protocols, including centralizing recordkeeping, evaluation, and renewal; review and ensure alignment of general education requirements with the Michigan Transfer Agreement (in collaboration with Instruction); hire or restructure a current position(s) to oversee articulations, direct college, and dual enrollment; and identify current and potential partnerships related to articulation, direct college, and dual enrollment opportunities.

The Human Resources area will ensure that supervisors to use skills inventory from evaluations to develop an Individualized Development Plan (IDP) for each employee; they will create a process for cross-training and mentoring; build and align human resources with the College's strategic direction and based on the findings from the process mapping of the student experience; implement the DEI Plan; and tie in DEI Plan efforts with the programming in the DEI Center (currently under construction). Additionally, the Governance Evaluation Committee will create a plan and implement the strategies for improving the shared governance model.

Dr. Wygonik and Mr. Verkennes complete presentation is part of the permanent Board file and can be obtained from the President's Office.

- C. 3. b. (1) 18. President Quartey summarized his reports to the Trustees, which he sends every other week. Dr. Quartey announced that the Accreditation Commission for Education in Nursing (ACEN) visit to MCCC's Nursing Program was from Tuesday September 7 through September 9, 2021. The visitors indicate that they had a positive visit and will be recommending re-accreditation for our program. Kudos to Dean Lindquist and her faculty and staff for a job well done.

MCCC's headcount enrollment is up 11.2 percent compared to last year. Fall classes are 50 percent virtual and 50 percent in-person. Our campus and new student spaces are bustling with activity. The student success summit was last week. The MCCA Student Success Summit is virtual this year and I will present as a part of the Presidents' Panel on Diversity, Equity, and Inclusion. We have several new hires in the student success area. The DEI Plan is nearing completion and will be presented to the Board by November, after it goes to the Councils. Renovations continue on campus with the Campbell Building. Vice President Wetzel provided an update earlier. MCCC has been awarded a grant for an additional position by MCAN to assist with Reconnect students. MCCC is a sub-recipient for the Industry Infinity/H-1B One Workforce Grant with WIN. In terms of grants, the Ralph Wilson Foundation is very interested in funding MCCC's initiatives around a CTE hub partnership with the high schools, student success initiatives, and we hope to be part of mobility initiatives with other regional community colleges. We will become a part of the Detroit Compact – *Detroit Drives Degrees*.

MCCC now a silver veteran-friendly organization. He reminded the Board that MCCC was the first location for Flags over Monroe County. MCCC is now a silver organization and is working on becoming a gold organization. President Quartey thanked Tracy Vogt, Registrar, for her work on that initiative. • MCCC took third overall in the Corporate Cup and first in fundraising and a gold in the two-mile run (Chris Donnelly, Adjunct Professor of Mathematics). The Alumni Golf Event raised approximately \$13,000. Diversity presentations continue to edify and educate our community. We are in the process of scheduling a State of the College address and a Town Hall for some time in late October. Penny Dorcey, Executive Assistant to the President and secretary to the Board of Trustees, will send the dates out to the Board as soon as they are set. Chair Dowler expressed her appreciation for the President's reports and said that they are a great way to stay connected to all the things happening on campus.

- C. 3. b. (2) 17. This item was addressed earlier in the agenda - Presentation of the Summer 2021 Enriching Lives Award.
- C. 3. b. (2) 18. The Board received a Fall 2021 Enrollment update from Scott Behrens, Vice President of Enrollment Management and Student Success.

Dr. Behrens reported that enrollment is up 11.2 percent year-over-year, which was just under pre-COVID numbers. These are significant number and well ahead of predicted numbers where we hoped to be. Summer headcount was up 46 percent. Fall to winter enrollment has grown by three percent. MCCC has not seen increases like this for at least 11 years; however, there is still work to be done. Vice President Behrens showed a listing year-over-year for all of the community colleges in the state that have reported. MCCC is second in the state, in terms of enrollment numbers. The only college ahead of MCCC is Lake Michigan College and they are providing free education to everyone. This is partially due to MCCC taking full advantage of the Michigan Reconnect program in a way that other colleges have not done. He thanked Ryan Rafko, Director of Admissions and Guidance, Dr. Valerie Culler, Tracy Vogt, and Joe Verkennes, and their teams for their spectacular work in this area. There is more to this effort in terms of the breakdown.

Dr. Behrens went on to explain that marketing, Financial Aid, and Registration came together last November and December and planned one goal. Ms. Vogt suggested going back to the College's mission to determine that goal, student success. Student success is defined as doing things to help our students achieve their certification or degree (completion). Each team put together their own goal and support of that. The marketing team put out a goal of increasing web traffic by 350%. They blew the initial goal away by June and reinitiated the goal at 10,000 hits or 700% and came close to hitting it.

The Financial Aid Department set a goal of increasing the number of students receiving financial aid. Although Reconnect is a huge part of that, Dr. Culler and her team have had so much extra work put on them by the requirements of Reconnect that this is an amazing goal in and of itself. They have worked tirelessly and took all of those people who applied for Reconnect and did a massive phone campaign to make sure those students made it through all the steps. Enrollment starts with getting students the resources they need, financial aid. The Registrars goal was increasing graduation rates. They focused on FITIAC students. Ms. Vogt and her team used technology and a massive phone campaign to reach out to students and encourage them to enroll. They increased fall-to-fall retention by 20 percent in one semester. FITIAC enrollment increased by 16.7 percent. Transfer student enrollment increase by 32 percent. This is largely due to the reconnect program. Another population Dr. Behrens and his team focused on was the “stop out” students, or students who have prematurely left the college for one reason or another. They employed a massive phone campaign to try to get these students back in college. The increase for year-over-year enrollment for stop outs was 35 percent. Overall, the methods above led to the 11.2 percent increase enrollment this fall.

Dr. Behrens noted the impact these particular campaigns changed the student body of the College. The first is a product of Reconnect. Many more of MCCC’s students are now part-time as Reconnect requires students to take six credits. The College has an opportunity going forward to work with these students to stay the path. The student population became more non-traditional. Also, because of Reconnect and adult populations, the average age increased by almost two years. The high school population has decrease slightly, so the student success team will focus on them as well this year. When looking at where the increases came from, students aged 21 to 30 increased Serving by 14 percent. Student aged 31 to 40 increased by 64 percent. Students aged 41 to 50 increased by 81 percent, and even students over 50 increased by 58 percent MCCC truly became a more non-traditional student campus. Dr. Behrens went back to Dr. Quartey’s earlier comment about serving Monroe County in particular. MCCC has become more in-district by focusing on our citizens and local taxpayers. In-district students increased by 11.1 percent, and out-of-district but in -state students by 18.3 percent. Out-of-state students fell by 19 percent.

Dr. Behrens reported that year-over-year MCCC’s minority enrollment increased by 15.84 percent and the mean average age at the College increased by 1.5 percent. Dr. Behrens’ presentation is part of the official board packet and can be obtained from the president’s office.

Trustee Thayer expressed her appreciation regarding the wrap around services for students.

- C. 4. b. (1) 18. The Board receive an update on the MCCA Virtual Summer Conference held July 20<sup>th</sup> through the 22<sup>nd</sup>.

Chair Dowler attended a session on Diversity, Equity, and Inclusions. She stated that they had some good conversation; however, it was not the most progressive, but they were good.

Trustee Buchanan reported that she was only able to attend one day due to her work schedule, but wanted to mention the DEI work and keynote speakers. She was surprised and happy to hear presentation. Unfortunately, Ms. Buchanan was not able to find the find the speaker later that day. Some of the things that the speakers were talking about was this belonging uncertainty scale, were first generation students do not know where they belong on campus or not and how that affects their ability to learn. They also talked about social capital and social class on campus for first generation students and how that affects their learning ability, and how minority groups sometimes have a tendency to group together, and people may wonder why that is. It is because they are looking

that social class and the belonging uncertainty scale. There was also discussion about ACEs, Adverse Childhood Events, and how that is a tipping point at ages four through five. ACE's can also affect a person into adulthood. The speakers also talked about the importance of having the presence of at least one caring adult in your life can really make a difference. Another speaker talked about vicarious racism, which is likened to PTSD. This whole issue of uncertainty when coming into a new environment, particularly for first-generation students, can affect one's ability to learn. The speakers also spoke about recovery. Ms. Buchanan felt the session she was able to attend very enlightening, and she was happy to hear the complex, difficult conversation.

Trustee Thayer commented that the board of directors (BOD) meeting was interesting. The BOD is composed of one president and one trustee from each college. The group is looking for a new president as Michael Hansen is retiring soon. They have narrowed field down to three individuals. There was also discussion on adding some of the tribal colleges to full membership in the MCCA. There was some surprising push back from people who did not want to allow that. Ms. Thayer will be in attendance and the Board of Director's meeting at Lake Michigan College this week on Thursday and Friday. There was discussion on the process electing new members to the executive committee. Some felt the process was unclear. Ms. Thayer is on a subcommittee tasked with simplifying the process. We all know that can get really positive.

- C. 4. b. (2) 19. Trustee Krista Lambrix reminded the Trustees that back in April, the Board had robust discussion on in-county rates for non-resident employees of county businesses. The Trustees left the meeting feeling that this policy change would be a positive change for students. Several weeks ago, Trustee Buchanan shared a very nice letter of support from Tim Lake, President/CEO, Monroe County Business Development Corporation (BDC). Ms. Dowler read the letter in its entirety.

Chair Lynette Dowler, commented that at the June 24, 2021 Board of Trustees meeting, she and Ms. Lambrix proposed parameters to the current policy. Ms. Lambrix noted that the parameters included: the employee must be employed by the eligible employer for at least six months. There was also discussion on how many hours per week or pay period the student must work. The Board talked about whether a student needs to be full-time or part-time, among other topics. Ms. Dowler and Ms. Lambrix would like to see the following requirements: the student must be employed for at least six months by the eligible company; the employer must provide proof of employment; the employee must verify that he/she works an average of no less than 10 hours per week. In the end, they asked that Ms. Wetzel write a list of items for the Trustees to consider as they move forward with this project, and then send the list out to the full Board. Ms. Lambrix and Ms. Dowler will bring a finalized proposal to the October Board meeting.

*It was moved by Ms. Lambrix and supported by Ms. Thayer that Monroe County Community College offer employees of Monroe County employers in-county tuition rates regardless of the location of the employee's residence. This is contingent upon a policy recommendation from the administration, with an implementation preferably in 2023.*

A roll call vote was taken as follows:

Yes [7]	Aaron N. Mason, Florence M. Buchanan, Steve Hill, William T Bruck, Krista K. Lambrix, Mary Kay Thayer, Lynette M. Dowler
No [0]	None

The motion carried unanimously.

- C. 4. b. (3) 20. Chair Dowler reported that unfortunately the DTE Organizational Development Specialist is no longer with the company. She suggested navigating a new Board retreat process. President Quartey and Ms. Dorcey will research possibilities and report back to the Board at the November meeting.
- C. 4. b. (4) 21. Chair Dowler noted the upcoming events.
- C. 4. b. (4) 22. *It was moved by Ms. Thayer and supported by Ms. Buchanan that the meeting be adjourned.*

A roll call vote was taken as follows:

Yes [7] Aaron N. Mason, Florence M. Buchanan, Steve Hill,  
William T Bruck, Krista K. Lambrix, Mary Kay Thayer,  
Lynette M. Dowler

No [0] None

The motion carried and the meeting adjourned at 8:02 p.m.

Respectfully submitted,

Lynette M. Dowler  
Chair

Aaron N. Mason  
Secretary

pd/