

BOARD OF TRUSTEES  
MONROE COUNTY COMMUNITY  
COLLEGE MONROE, MICHIGAN 48161  
(734) 242-7300, Ext. 4311

The Board of Trustees Room  
The John Holladay Theater  
Campbell Academic Center, Room C-19  
5:30 p.m., September 25, 2023

BUSINESS MEETING AGENDA ITEM

A. Call to Order

Call to Order by Chair of the Board

Administration of Oath of Office to \_\_\_\_\_ by Aaron Mason.

"I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the Constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of member of the board of trustees according to the best of my ability."  
(enclosure)

B. Recommended Actions

1. Routine Matters

a. Polling of audience for delegation recognition

2. Consent Agenda

(All items on the Consent Agenda are considered routine by the Board of Trustees and will be approved by one motion unless a Trustee requests that an item be removed and acted upon as a separate agenda item.)

B. 2. a. (1) Approval of minutes of the special meeting of June 5, 2023 and the regular meeting of June 20, 2024, the special meeting of July 19, and the special meeting of September 11, 2023 (enclosures)

B. 2. a. (2) Proposed Resolution for Adherence to Best Practices (enclosure – to be delivered under separate cover – Board only)

Recommended motion: *“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 2023, as the attached table demonstrates.”*

- B. 2. a. (3) Authorization for the President to Execute an Administrative Contract (enclosures)

Recommended motion: *“that the Board Authorizes the President to execute a contract for the following administrator:*

*Helen, Stripling, Director of Respiratory Therapy  
Third-Year Probationary Contract  
Effective August 21, 2023 through June 30, 2024.”*

- B. 2. a. (4) Authorization for the President to Execute an Administrative Contract (enclosure)

Recommended motion: *“that the Board Authorizes the President to execute a Probationary contract for the following administrator:*

*John Wyrabkiewicz, Chief Information Officer  
1<sup>st</sup> Year Probationary Contract  
Effective August 14 2023 through June 30, 2024.”*

- B. 2. a. (5) Authorization for the President to Execute an Administrative Staff Contract (enclosures)

Recommended motion: *“that the Board Authorizes the President to execute a contract for the following administrative staff:*

*Wygonik, Director of Institutional Effectiveness and Chief Data Officer  
Continuing Administrative Contract  
July 1, 2023 through June 30, 2025.”*

- B. 2. a. (6) Authorization for the President to Execute a Faculty Contract (enclosures)  
Recommended motion: *“that the Board Authorizes the President to execute a contract for the following faculty:*

*Hans Lechner, Associate Professor, Geosciences  
Second-Year Probationary Contract  
Effective August 21, 2023 through May 9, 24.”*

- B. 2. a. (7) Authorization for the President to Execute a Faculty Contract (enclosures)

Recommended motion: *“that the Board Authorizes the President to execute a contract for the following faculty:*

*Maria El-Amin, Associate Professor of Science – Physics  
Second-Year Probationary Contract  
Effective August 21, 2023 through May 9, 24.*

- B. 2. a. (8) Authorization for the President to Execute a Faculty Contract (enclosures)

Recommended motion: *“that the Board Authorizes the President to execute a contract for the following faculty:*

*Talha Iqbal, Associate Professor, Electrical Engineering Technology  
First-Year Probationary Contract  
Effective August 21, 2023 through May 9, 24.*

- B. 2. a. (9) Authorization for the President to Execute a Professional Staff Contract (enclosures)

Recommended motion: *“that the Board Authorizes the President to execute a contract for the following professional staff:*

*Nancy Lucero-Altimirano, Assistant Director of Multicultural Community and Engagement  
One-Year Probationary Contract  
Effective July 31, 2023 through July 30, 2024.”*

- B. 2. a. (10) Authorization for the President to Execute a Professional Staff Contract (enclosures)

Recommended motion: *“that the Board Authorizes the President to execute a contract for the following professional staff:*

*Julia Forbes, Educational Advocate – Humanities Division  
One-Year Probationary Contract  
Effective September 11, 2023 through September 10, 2024.”*

- B. 2. a. (11) Proposed Resolution Proclaiming October, United Way Month

Recommended motion: *“that the following resolution proclaiming October, United Way Month be adopted:*

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

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

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

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

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

B. 2. a. (12) Resolution of Commendation – Mr. James Ross

Recommended motion: *"that the following resolution of Commendation for Mr. James Ross be adopted:*

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

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

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

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

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

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

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

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

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

*during the transition period, and*

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

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

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

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

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

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

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

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

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

*THEREFORE, BE IT RESOLVED that the Board of Trustees recognizes Mr. James Ross for his many years of dedicated service to Monroe County Community College, and*

*THEREFORE, BE IT RECORDED that the Board of Trustees expresses its very best wishes for his continued success, well-being, and happiness on this Monday, September 25, 2023."*

B. 2. a. (13) Resolution of Commendation – Ms. Vicki LaValle

Recommended motion: *“that the following resolution of Commendation for Ms. Vicki LaValle be adopted:*

*WHEREAS, Chef Vickie LaValle retired from her position at Monroe County*

*Community College effective July 31, 2023, and*

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

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

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

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

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

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

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

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

B. 2. a. (14) Resolution of Commendation – Ms. Ann Gerweck

*Recommended motion: "that the following resolution of Commendation for Ms. Ann Gerweck be adopted:*

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

*WHEREAS, she has been providing outstanding service to administration, students, staff, and faculty at Monroe County Community College for nearly fifteen years in her current position and previously in the position within the*

*Department of Human Recourses, and*

*WHEREAS, she has interacted with the Monroe County community and other external stakeholders in a way that consistently represented the College in a positive light, and*

*WHEREAS, she diligently served on numerous College committees, employee search teams, task forces, and work groups dedicated to the improvement of services, processes, procedures, and the overall well-being of the college, and*

*WHEREAS, she is a person of great character displaying competency and an extremely positive attitude while consistently contributing wholeheartedly to the mission of the college, and,*

*WHEREAS, She is a true testament to the student and community focus of Monroe County Community College, and her dedication to serving students, employees and the community for so many years enriching lives in Monroe County through student-focused higher education.*

*THEREFORE, BE IT RESOLVED that the Board of Trustees recognize Ann Gerweck for his many years of dedicated service to Monroe County Community College, and*

*THEREFORE, BE IT RECORDED that the Board of Trustees expresses its very best wishes for her continued success, well-being, and happiness on this Monday, September 25, 2023.”*

B. 2. a. (15) Resolution of Commendation – Mr. Golan “Steve” Mapes

*Recommended motion: “that the following resolution of Commendation for Mr. Golan “Steve” Mapes be adopted:*

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

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

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

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

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

*WHEREAS, He developed the very first digital presentation of a Student*

*Profile report which he presented to the Board in his first year on the job, and*

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

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

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

*WHEREAS, He is a true testament to the student and community focus of Monroe County Community College, and his dedication to serving students, employees and the community for so many years enriching lives in Monroe County through student-focused higher education.*

*THEREFORE, BE IT RESOLVED that the Board of Trustees recognize Steve Mapes for his many years of dedicated service to Monroe County Community College, and*

*THEREFORE, BE IT RECORDED that the Board of Trustees expresses its very best wishes for his continued success, well-being, and happiness on this Monday, September 25, 2023."*

4. New Business

B. 4. a. (1) Appointment of Secretary to the Board of Trustees

*Recommended motion: "that \_\_\_\_\_ be named Secretary of the Board of Trustees of the Community College District of Monroe County, Michigan to replace the vacancy left by the resignation of Florence M. Buchanan, effective September 25, 2023 through December 31, 2024."*

B. 4. a. (2) Proposed Policy Revision – Policy 6.04, Designated Depositories for College Funds

*Recommended motion: "that Policy 6.04, Designated Depositories for College Funds, be approved as presented, effective October 15, 2023."*

B. 4. a. (3) Proposed Policy Revision – Policy 4.01, College Calendar (enclosure)

*Recommended motion: "that Policy 4.01, College Calendar be approved as revised."*

B. 4. a. (4) Proposed Policy Revision – Policy 2.22, Paid Holidays and Scheduled Paid Holidays (enclosure)



Recommended motion: *“that Policy 2.22, Paid Holidays and Scheduled Paid Holidays be approved as revised.”*

C. Information and Proposals

1. Delegations

C. 2. a. (1) Legislative Update – Representative William Bruck

C. 3. a. (1) Staff Appointments, Professional Staff Appointments, Professional Staff Appointments, Promotions, Position Upgrade, Transfer, Probationary Administrative Contracts, Faculty Contracts, and Resignations, etc.

Staff Appointments:

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

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

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

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

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

Professional Staff Appointments:

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

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

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

Promotion to Professional Staff:

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

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

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

Position Upgrade:

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

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

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

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

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

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

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

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

Retirements:

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

Vickie LaValle, Cashier, effective July 31, 2023

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

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

Resignations:

Aaron LaDuke, Payroll Accountant, effective August 25, 2023

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

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

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

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

C. 3. a. (2) Statement of General Fund Revenues and Expenses for the Periods Ending July 31, 2023 and August 31, 2023 (enclosures)

C. 3. b. (1) President's Report (enclosure)

3. Board Member and Committee Reports

C. 4. b. (1) Update: MCCA 2023 Summer Conference, Traverse City, July 26-28, 2023 (Thayer, Quartey)

C. 4. b. (2) Upcoming Events

September 26, 12:00-1:30 p.m. – Employee Recognition Luncheon, Dining Room

September 28 – LCAN Lunch, La-Z-Boy Atrium

September 28-29 – MCCA Fall Board of Directors Meeting

October 7, 6:00 p.m. (doors open at 5:30 p.m.) – NAACP Freedom Fund

Dinner, ALCC Opportunity Center  
October 9, 6:00 p.m. – The Foundation Board of Directors Annual Meeting  
October 9-12 – ACCT 2023 Leadership Congress, Las Vegas  
October 12-13 – MCCA Student Success Summit, Grand Rapids  
October 14, 9:00- 12:00 p.m. – EV Car Show, CTC Parking Lot  
Monday, October 16, 12:00 to 1:00 p.m. – HLC Team lunch with Full Board,  
F-193a (full board)  
October 16 & 17 – Higher Learning Commission Team Visit  
**October 23 –MCCC Board of Trustees Meeting**  
October 26 – SEMCOG General Assembly, Rochester  
November 11, 5:30 p.m. - BDC “Focus on the Future”, MCCC Dining Room

D. Adjournment

**If you have a disability and need special accommodations, please contact the Office of Human Resources at least five business days before the scheduled meeting by calling (734) 384-4245, or by writing to this office at Monroe County Community College, 1555 South Raisinville Road, Monroe, MI**