

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

Monroe County Community College
John Holladay Theater, Room C-19
1555 S. Raisinville Rd.
Monroe, MI 48161
5:30 p.m., October 23, 2023

Present: Lynette M. Dowler, Julie M. Edwards, Nicole R. Goodman, Krista K. Lambrix,
Joel A. Spotts, Mary Kay Thayer

Present Virtually: Aaron N. Mason (The Villages, Florida)

Also Present: Amanda Althouse, Scott Behrens, Dana Blair, Phillip Borawski, Jack Burns, Jacob Drew, Allison Gallardo, Christopher Gossett, Amanda Gregory, Kelly Heinzerling, Rick Hubbert, Kristin Iacopelli, Edmund La Clair, Leon Letter, Sarah Mason, Joshua Myers, Katie Navok, Kojo Quartey, Kayla Richards, Tyra Rosinski, Daniel Spain, Helen Stripling, Beverly Tomek, Linda Torbet, Joe Verkennes, Quri Wygonik, John Wyrabkiewicz, Grace Yackee, and Penny Dorsey (recording secretary)

1. Vice Chair Krista Lambrix called the meeting at 5:30 p.m.
2. There were no delegations present.
- B. 2. a. (1) 3. *It was moved by Ms. Thayer and supported by Ms. Dowler that the following items on the Consent Agenda be approved as presented:*
 - B. 2. a. (1) Approval of minutes of the regular meeting of June 20, 2023 and September 25, 2023, the special meeting minutes of October 9, 2023 and October 16, 2023
 - B. 2. a. (2) Board Authorization for the President to Execute a First-year Probationary Administrator Contract – Hubbert

The motion carried unanimously.

- B. 4. a. (1) 4. *It was moved by Ms. Goodman and supported by Ms. Dowler that the following resolution of commendation for College Supporter of the Year, Ned Birkey be adopted:*

WHEREAS, Ned Birkey volunteers his time and expertise to lead non-credit Pesticide Review courses at Monroe County Community College to allow Area farmers and landscape professionals to earn their needed continuing education units for ongoing licensure by the State of Michigan, and

WHEREAS, he serves as an adjunct instructor in MCCC's Agriculture program, and

WHEREAS, he volunteers countless hours to the program's test plots, including using his own tractor, implements, combine and fuel, and

WHEREAS, he has consistently worked closely with MCCC faculty and staff to write agricultural-based grants for the betterment of the college's students and Agriculture program, and

WHEREAS, he actively promotes the Agriculture program to prospective Students throughout the region, and

WHEREAS, he assists MCCC in soliciting material and monetary donations to support the program, and

WHEREAS, he regularly arranges for agricultural suppliers to demonstrate at MCCC test plots to provide training for local farmers, and

WHEREAS, he assists with the tending of our community gardens around the area.

WHEREAS, Monroe County Community College is indeed fortunate to have such a committed partner who is dedicated to helping expand educational opportunities in agriculture in our community.

THEREFORE, be it resolved, that the Board of Trustees recognizes Ned Birkey as the 2023 College Supporter of the Year in appreciation of its continued support of Monroe County Community College, its students and the community at large, and

THAT IT FURTHER BE RESOLVED, that the Board of Trustees expresses Its sincere gratitude on this Monday, October 23, 2023.

The motion carried unanimously.

- B. 4. a. (2) 5. *It was moved by Ms. Thayer and supported by Ms. Dowler that the Office of Information Systems be renamed the Office of Information Technology.*

The motion carried unanimously.

- B. 4. a. (3) 6. *It was moved by Ms. Thayer and supported by Ms. Goodman that the Five-year Capital Outlay Plan be approved as presented.*

Curtis Creagh, Vice President of Finance and Administration, explained that the goal is to have a plan that spans from five to 10 years. Unfortunately, MCCC has not had a comprehensive plan for a couple of decades now, and that will have to be remedied. What has been done in the interim is each year we concentrate on different aspects of the plan that need to be updated. The full plan is available on the College website at <https://www.monroecc.edu/sites/default/files/finance/5-YearMasterPlan-September-2023%20V4%20UPD.pdf>. We update the campus map, and new floor plans for the building. Also included is the most recent annual report and enrollment statistics. The data come from different areas across the campus. Another document is the facilities assessment, which has been the basis of the plan for several years now. The plan also includes the Maintenance and Repair Fund record, that is in our 2023/24 budget, as well as the Replacement Budget.

Jack Burns, Director of Campus Planning and Facilities, continued saying that, in terms of the Master Plan, MCCC was not included in the funding last year for Capital Outlay from the state; however, there is still an outside chance that we can get our funding. In light of that, the administration wanted to make sure that we address any issues with the Health Education Building in terms of making it work for our Nursing and Respiratory Therapy programs. The new plan has multiple options, depending on whether we self-fund just the renovations that are immediately necessary for the health sciences programs; or if we do get the funds from the state that were requested in our original submission, it will include the renovations and the addition. The goal is to move the Criminal Justice program over to the Health Education Building, with the intent of adding an addition to that building. This will help support a comprehensive police academy. Some things such as the lighting and the cooling would be updated in the whole building; however, the majority of work will be focused on the west side of the building where the Nursing and Respiratory Therapy classrooms and offices are located.

Mr. Burns stated that the new addition would likely house nursing, respiratory therapy, and criminal justice, but just during different phases. The Criminal Justice program would also have space that is solely used for its instructional purposes such as an indoor shooting range and tactics rooms, but the size of the building will be doubled. Phase one could include either one to two additions, or one giant addition. The space is currently in schematic design.

Mr. Burns announce that the steering committee for the renovations and additions, which includes representative from health sciences, John

Wyrbkiewicz, Chief Information Officer, Dr. Grace Yack, Vice President of Instruction, and the deans, have toured several campuses such as Ashland University's new College of Nursing building and the Cleveland Clinic's Education building. Cleveland is in partnership with Case University. There is one more site visit scheduled to the Michigan State Police Training Post of I-96 in Lansing.

In terms of numbers, the price of constructions never goes down; however, since post COVID, there is less lead time on the availability of materials and equipment, so if we can procure these items before the price rises, we can save some money.

Mr. Burns said that phase I of the project is the renovation to the existing building. So, if the state funding doesn't come through the project would be funded out of the remaining money in the current Millage and Replacement Fund, just under \$3.5 million for the total project. If we receive the original ask from the state the cost would increase to just under \$10 million. Half of this would be funded by the state and the other half by MCCC. If we include Criminal Justice the total project could be upward of \$20 million, which would be the largest Capital Outlay project in the history of the College, surpassing the Career Technology building.

Beverly, Tomek, Dean of Humanities and Social Sciences, reported that there are over 300 students in the Criminal Justice program. Dr. Yackee added that we average around 110 to 120 students in the Nursing and Respiratory Therapy programs. She also pointed out that part of the proposal is to offer an entire police academy. Also, expanding these rooms also allows the College to offer other health sciences programs that are not currently offered. At this time, the administration is not looking at expanding the nursing program. Phase I does not include an increase in size. We might consider night classes or alternative of offering those classes. The Licensed Practical Nurse (LPN) and Certified Nursing Assistant programs (CAN) classes would move over the Health Sciences building after the addition is completed in phase II of the project. The biggest issue in the space right now is overcrowding the labs.

Joshua Myers, Executive Director of The Foundation, and Director of Government and Alumni, contextualized the plan the Board would be voting on, the 5-year Master Plan. The state is very prescriptive about what they require in that plan that must be submitted every year if you want to submit a Capital Outlay plan. We have one plan pending which you've already approved, and if we are funded by the end of the year, we are going to go with that one. The plan presented this evening is just a contingency in place in case the state does not move forward with this year's Capital Outlay and does then take it up after the beginning of the year. There are a lot of moving parts to this. One of those is obviously this renovation, which is what Jack referring. Dr. Quartey made the decision that we could no longer continue to go with the capacity of our current labs, so we had to make a commitment to make some sort of renovation to those labs. That is whether we get capital outlay this year, next year, or not at all, that renovation had to happen within the boundaries of the footprint.

The second phase was really the recognition that the College is going to go forward with \$3.6 million for the renovation. If we get funded next year, we obviously brought down the project cost, if we submit this plan as we previously envisioned it, the state share is going to go down. The steering committee met and talked about additional project, such as building out the Criminal Justice Program and knew they were going to have to bring in additional capital to do that. Capital Outlay typically happens about every seven or eight years so we would not be waiting another seven or eight years after the building's completion before we would be looking at potentially another Capital Outlay round where we would be eligible to apply. So, it really makes sense then to ask for the Board for approval to build out the \$21.8 million project, then that way, we know that obviously we're maximizing the amount of state buy in to this project. The state has expressed an interest in Criminal Justice. Obviously, the partnership with Michigan State Police is very important to them, so we are going to be helping facilitate new police officers going into that program. We have previously discussed with the Board the synergies between the health of allied health programs and our Criminal Justice Public Safety programs, which is why it makes sense that they share similar lab spaces. So, while you're approving a 367-page document, all of those are elements required by the state, the key is really the last few pages that outline the

changes in this document. The changes will be moot if the state funds the project this year.

The motion carried unanimously.

- B. 4. a. (4) 7. This item, Closed Session – Monroe County Community College Support Staff Negotiations, was moved to the end of the agenda by unanimous consent.
- B. 4. a. (5) 8. This item, Proposed New Policy – Bereavement Leave and Funeral Attendance, was moved to the end the agenda by unanimous consent.
- C. 3. b. (1) 9. Dr. Quartey announced the following staff appointment and probationary administrative contract.

Staff Appointments:

Jennifer St. Charles, Division Coordinator – Applied Science and Engineering Technology, effective October 11, 2023 (formerly Educational Advocate – ASET Division)

1st Year Probationary Administrative Staff Contract, Promotion:

Rick Hubbert, Network, Systems, and Security Architect, effective October 16, 2023-October 15, 2024 (formerly Communication Network & System Administrator, professional staff, replacing John Wyrabkiewicz)

- C. 3. a. (2) 10. Curtis Creagh, Vice President of Finance and Administration, gave the Board an update on the General Fund Revenues and Expenses for the period ending September 30, 2023

Mr. Creagh stated that the budget is in its third month of the fiscal year. The budget for Revenues and Expenses is \$28 million. We have expenses of \$3.2 million compared to \$3.5 million year over year. He noted that revenues are down slightly by about 10% for Tuition and Fees. When looking at the “Other” revenue, we see a total budget of \$598,271, of which we have recorded \$216,909. A big piece of that is due to interest income. Ask noted earlier this year. The Finance team made the decision to change the savings account to an interest-bearing account and take advantage of that opportunity.

Moving on to Expenses, Mr. Creagh pointed out that his office has recorded just under \$5 million this year compared to just under \$5 million. The detail page shows expenses are at 17.3 percent versus 18 percent. So, we are looking at 25 percent in Expenses.

- C. 3. a. (3) 11. The Board received an Enrollment Management and Student Success area update from Dr. Scott Behrens, Vice President of Enrollment Management and Student Success. He announced that several of his team members would help him with the update.

Dr. Behrens announced that he and his team have a great deal to report to the Board about the Enrollment Management and Student Success area. He showed them a chart showing the history of enrollment at the College over the last three years. The College has stopped the trend of declining enrollment, however, there is still much work to be done. Dr. Behrens reminded the Board that last year he said that high school enrollment would decline over the next 10 years. The only year that high school graduation rates are predicted to increase is 2025 through 2026. High school graduation rates this year were predicted to be up but are actually down by 4 percent. He stated that he and his team are working from a plan that came from SemWorks. SemWorks did an analysis of MCCC’s students and reported what could be improved on and what needed to be worked on in terms of student enrollment. Dr. Behrens announced that he brought several members of his team to report on the efforts happening in their areas. He showed the Board a comparison of staffing in the Student Services area in 2019 and the current staffing and grant-funded positions that are now helping with recruitment and enrollment efforts.

Dr. Behrens introduced Kristin Iacopelli, *Grant Manager*, who is responsible for the for the D3C3 Grant. Ms. Iacopelli announced that she is working diligently to redefine advising by looking at every piece of what a student does when he/she comes into the college. She has had much positive feedback from the various constituents with whom

she has been working and the team has added a number of new programs including Target X, which is a really great communication platform. Dr. Behrens added that the College has \$4.6 million in new funding due to grants. Joe Verkennes, Director of Marketing and Communications is doing a fantastic job marketing this information to area high schools.

Mr. Verkennes spoke about the office of Marketing Communications, which is now under the Enrollment Management and Student Success umbrella. He stated that they have developed a great amount of synergy with the departments in those areas, which has resulted in some major successes and changes to enrollment, student recruitment, promotion, and retention. One of those is the Pathways campaign. He and his team have revamped all the pathways on the College website in terms of how students see new programs and enrollment, and then built the full campaign around that. Mr. Verkennes noted that the team reviews data all the time to determine how successful MCCC's programs are. The Pathways campaign launched in April 2023. From May to July the landing page for A Pathways had the fourth highest number of users of all MCCC webpages at close to 8,000, and then the fifth highest traffic at 13,190. This allows the team to see what is happening on the website then they are running campaigns.

Mr. Verkennes gave some other examples of the collaboration between his office and the departments of Enrollment Management and Student Success, such as implementing a new newsletter for students. The SemWorks report recommended that we stop sending high numbers of emails to students immediately. Mr. Verkennes has also been collaborating directly with the Admissions Office on campaigns for events like College Night, Husky Hype Up, and New Student Orientation. His office overhauled all the web pages for "Future Students" to make them more streamlined and has been working closely with the Admissions Office on several more innovated pieces aimed at enrollment and retention as well.

Dr. Behrens introduced Amanda Gregory, *CRM Design Manager*, and noted that his team has redefined the admissions process and how they deal with students. Ms. Gregory explained that CRM is customer relationship management software, also referred to as software salesforce platform, or Target X. All those words mean essentially the same thing. With the assistance of CRM, the team is trying to gather as much information as they can about the student experience, so that they can see on the student-level what interactions each individual had on campus with events, emails, with particular staff on campus, and also so that they can track trends overall. This helps the staff determine which events are successful and what tools are most helpful. The CRM is where the early alerts and online application live. The overall goal is to build more tools and make them more effective so that MCCC can continue to work toward the goals that already exist.

Dr. Behrens introduced Katie Navock, *Director of Student Success*, who has overseen the new admissions program and the new advocate positions.

Ms. Navok explained that, along with her other duties, she oversees five educational advocates and the assistant director. Ms. Navok ensures that the team is onboarded properly so that they can answer any questions that arise when they are talking with students. The educational advocates just started in February and spent most of the summer conducting new student orientation. The College implemented an in-person orientation for all first-time freshmen this year, where students must physically come to campus to go to orientation and registration. The feedback has been amazing.

Ms. Navok added that once the summer was over, the advocates started working on recruitment. MCCC has not had a full recruitment plan in a very long time. MCCC's educational advocates are visiting 34 high schools in Monroe, Lenawee, Wayne County, and Toledo and have received a great reception at all of them. The advocates also attended five different college fairs. They are tracking those students when they come in through the CRM system through the time they attend these events through they apply to the College, and then throughout enrollment.

Ms. Navok announced that another new position is the Assistant Director of Multicultural and Community Engagement, who is currently working with the Opportunity Center at the Arthur Lesow Community Center, with the disadvantaged population in Monroe through presentations to students who may have never thought about community college. The assistant director, Nancy Lucero-Altimirano, has built a great relationship with potential students, which will culminate with those students

coming here on campus and taking a campus tour. Also, orientation starts back up next week as winter registration starts.

Dr. Behrens added that for the first time ever, we are actually tracking our students through the application process and well before that. He emphasized that the goal is not just to get students here, it is to help them succeed. introduced Amanda Althouse, *Coordinator of Student Success*, who oversees the Student Success Center and is our first full-time employee ever in that position.

Ms. Althouse explained that her position is funded entirely by Title IX. She stated that she gets the benefit of working on retention goals and focusing on persistence, and what to do to help students before they get to the point where there is no turning back. In terms of statistics for tutoring, Ms. Althouse relayed that at this point her team has had well over 400 tutoring appointments this semester, which surpasses previous years. Ms. Althouse believes that relates directly to the CRM and early alerts. About one percent of those alerts are coming in as academic concerns, so the team is able to reach out to those students. The rest of them are disability services, mental health, food pantry, and financial emergencies. She said that currently the team is just collaborating across the campus to identify the students who have needs before it is too late. When they get to the point where we might be in the danger zone, they ask what they can do on campus and what issues may need the help of external resources as well. We are also starting to look at the satisfaction rates of students who use the tutoring services, which is our highest-risk population for dropping and failing. so how are we identifying those students? The statistics on students who come for tutoring compared to those who do not is at about 10 percent difference in students' persistence rate, and almost 20 percent in some areas like math and English.

Dr. Behrens introduced Allison Gallardo, *Assistant Director of Financial Aid*. Ms. Gallardo read a report from Nickie Hampsher, *Director of Financial Aid*, who was not able to attend tonight's meeting. Allison explained that there is a processing deadline that was created by the previous financial aid director. All schools have a priority deadline of July 1st. So, while the office ran into some roadblocks this year. Our team has worked extremely hard to overcome each and every one of those roadblocks, and all students have completed their financial aid by the priority deadline and their files were awarded before the start of the fall semester.

Ms. Gallardo went on to say that the Financial Aid Office also just started working with Ellucian to begin automating many of the processes that we currently do manually. So, we are processing with those systems for the 2024/25 award year and will try to go back and automate them for the 2023/24 award year as well. She added that their office has a county-wide financial aid night planned for the end of November. Ms. Navok is helping to market the event to all of the county high school counselors.

Dr. Behrens explained that most of the processes in financial aid are done manually. He said that they have found \$45,000 in grant funding and brought in Ellucian to redefine our Colleague system and integrate it so that it automates processes, which will make us not only faster but more reliable. This was unveiled through our new leadership and they are doing a fabulous job. Dr. Behrens pointed out that the College has improved the student success satisfaction rating from 87 percent to well over 97 percent, which includes the areas of student support services and admissions. The Board can access the KPIs online as well, to see how each of these teams is doing.

Dr. Behrens introduced MCCC student, Daniel Spain who shared his experience at MCCC. Mr. Spain explained that he finds the student resources at MCCC to be very helpful. He has used the mental health services offered at MCCC, the counselor is very helpful. He has also been able to take advantage of Heck's Market, and he goes to math tutoring every week.

Behrens closed by directing the Board to some resources he passed out to them. The first is a new student engagement report which is a working document that helps to plan out where the College is going in the future and how to work with the entire campus to effectively impact enrollment, but more importantly, completion. Additionally, there is a new document online that shows the ROI of the college including every single program offered. We can work with the documents and our instructional team to make those resources available to work with in terms of developing new programming.

Behrens and Quri Wygonik, Director of Institutional Research, Planning, and Accreditation.

Behrens briefed the Board on a new student engagement report that is a working document that has been created to assist the planning and impact of enrollment and completion. There is also a new document that has been contracted to look at the College ROI, including every single program the College offers. Our instructional team can work with those resources and work with them to new programming in the future. Lastly, Michigan Reconnect is now available to those aged 21 and older.

Dr. Behrens stated that we have been losing students because we have not been actively in recruiting them over the last 12 to 15 years. While other schools have changed their recruiting model, we have not; however, if you looked at our staffing in 2019 we did not have the people to get out and do that. For the first time ever now, we have six people who are interacting now with 134 schools, not just here in Monroe. They are in the schools working with the counselors to identify every single student who can benefit from a college education, get their information into the CRM, and then follow up with them and individually target marketing and opportunity to them by pathway.

Dr. Behrens continued by explaining that one of the things the team has tried to do is to centralize the data. That is important because we do not always have the same data. It is also important to test the validity of that data, and to make sure everyone is using the same data. Dr. Behrens and Dr. Wygonik will collaborate on enrollment reports moving forward with live data through the dashboard.

Dr. Wygonik commended Dr. Behrens and his team for the excellent introduction to some of the statistics that she is going to share to supplement their discussion. Dr. Wygonik reminded the Board that she and her team have substituted a static document for the student profile report with a series of data dashboards. She gave a brief demonstration of how to navigate to the dashboards going to the college website, clicking on About MCCC, and then selecting Institutional Research, and clicking into Key Performance Indicators. Dr. Wygonik showed the Board the MCCC our student demographics dashboard series which includes all of the information they were used to seeing in that PDF report.

Dr. Wygonik went on reporting that the change in enrollment from fall 2022 to 2023 are up 2,471 to 2,478. She showed a side by side fall comparative stacked bar chart showing continuing students that persist from semester to semester. The FITIAC (first time in any college) student group is MCCC'S largest growing population from fall 2022 to 2023. The re-enroll population are students that have stopped out for at least one academic term and re-enrolled at the institution.

Dr. Wygonik stated that some programming like Michigan Reconnect is bringing students back so there are some gains there, as well as an impact in the average age. Historically we have increased the average age of our students, based on these programs bringing in adult learners. In terms of gender distribution, there continues to be more female (61 percent) than male students (39 percent). The College is still dealing with some challenges with student diversity, but we are making valiant efforts to become more diverse in our student population. Some of the efforts mentioned before my presentation have alluded to those activities. If you scroll down the menu, white Caucasian continues to be our predominant race and ethnicity and we are battling what seems to be a growing percent of "not recorded." This is becoming more common across higher education and it skews the diversity trends because we are not sure where that 16 percent of students fall.

Dr. Wygonik commented that while looking at the top 10 academic programs, we see an increase in dual enrollment. That is 739 dual enrolled students this semester, compared to fall 2022 at 680. So, the dual enrolled programs are growing. We continue to see a lot of enrollment in our Associate of Science, our transfer spaces and Business Management, seems to be our most declared occupational program.

Dr. Wygonik noted the Beverly Tomek mentioned that we are dealing with limitations in our data regarding students who are declaring a major versus those who have not declared but maybe taking courses that are concentrating. The next dashboard shows the majors only. Enrollment by division trends shows the highest enrollment is in the Health Sciences, followed by Business followed by Applied Science Engineering Technology, then by Humanities, and finally Social Science. The lowest enrollment is in the Science and Math division. Dr. Grace Yackee added that the last two each have

one program. So, when you look at Humanities and Social Sciences, that number is so low because it is just the Criminal Justice program.

Dr. Wygonik said that the high school market share shows a trend line from 2018 to 2023. Of the percent of total Monroe County high school graduates that enrolled at our institution, we see a decrease in that percentage from fall 2022 to 2023. This is mostly attributed to graduate cohorts in which there is a downward trend.

Dr. Wygonik moved on to the third dashboard in the series. This is where the data is really allowing us to refocus our efforts and redesign our efforts. Katie Navok's team is fully aware of these numbers and they are getting out and talking to the high schools and counselors figuring out what they need. The data suggests less graduates are going to college. That is where the ROI analysis comes in. We have something to show them the value of an education. They are getting bad market information. But we can target those students now and be a real player in terms of recruiting, which we have never done before.

Dr. Wygonik showed the third visualization, the non-credit side. She told the Trustee that they may have heard we have moved to a new platform for registering and recording courses on our non-credit side of the house. She commended Leon Letter for his quick and comprehensive efforts in helping the IRS office access data out of that system. Because bringing a system online and dashboard data from it in the very same semester does not happen at most institutions. Dr. Wygonik showed a comparison October 11, 2023, 468 non-credit enrollments to the end fall 2022. We would expect to see increase registration over time and the final series here is our concurrent enrollment across credit and non-credit, which shows that we have 10 students as of this point in the semester that are concurrently taking non-credit and credit courses.

Dr. Behrens added that he would discuss dropping students for non-payment later in the meeting.

- C. 3. a. (5) 13. Joshua Myers, Executive Director of The Foundation, and Director of Government and Alumni, reported that the Board of Directors met this month. Dr. Myers delivered the bylaws to the board as required. He noted that they received a very good recommendation to vote to honor Dr. Ronald Campbell with a permanency as one of our honorary board members. He will forever be enshrined on our letterhead along with Mr. Whitman, Mrs. Meyer, and Mrs. Beach. The board also voted to support the Huskey Shuttle, by authorizing \$15,000 for the program. They working on a partnership with Lake Erie transit to provide some level of free transportation for a select group of students for city of Monroe and possibly Frenchtown. That is going to depend on the cost structure but we are going to try to evidence the amount of transportation insecurity that our students are dealing with because we have no good way of identifying them. If they can't get here, they are not getting here to enroll.
- C. 3. b. (1) 14. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey reported that the Board last week. October 16th through 17th Higher Learning Commission went well. They commended the College on their work with Key Performance Indicators (KPIs). The College has completed negotiations with the support staff. On October 18th the new union voted to ratify the contract, a draft was sent to the Board last week. There was an EV Car show this past Saturday, under the leadership of Parmeshwar Coomar. The event was successful in spite of the bad weather. Monroe NAACP Branch held its Annual Freedom Fund Dinner at MCCC on October 7th. Adjunct Robin West Smith was the keynote speaker. There were over 90 attendees attending, including faculty staff, students, and community members.

President Quartey and Trustee Thayer attended an MCCA Board of Directors meeting at Macomb County Community College two weeks ago where they discussed the various funding from the state, the Michigan Department of Lifelong Education, Advancement, and Potential (MiLeap), and Reconnect for individual 21 and under who have not yet received a college degree, among other programs. MiLeap is a new department established by the Governor to “focus on early learning and higher education, improving long-term student outcomes, developing talent, and growing the economy.”

Several college administrators and staff attended the Student Success Summit in Grand Rapids, MI. A key discussion was held on Reconnect for those aged 21 and higher. The information provided relates to MCCC's decision not to drop students for non-payment this fall.

Dr. Scott Behrens, Vice President of Enrollment Management and Student Success, gave the Board a report on the Drop for Non-payment of Classes (DREG). He explained the Gerald McCarty was not able to present because he has a sick child at home.

Dr. Behrens explained that the DREG list is a list of students who have not paid their tuition balance to the College by the established due date before classes start. It is not something that is required by all schools. The ultimate goal of the DREG list for the Financial Aid Office is always to take as many students off the list prior to the first day of class. We do not want to kick students out because when they get kicked out they lose their place in the class and often never return because they cannot get back into the classes. That is a major complaint that we have from students. Some of the biggest complaints that we got were actually from businesses who came and said they were paying the students tuition, but that we did not give them enough time to process the paperwork. This holds especially true for students who registered days before classes start. Companies are not able to pay their tuition immediately. Michigan Works also falls under this category.

The other major problem that this year, as Allison mentioned earlier, is we have to hand calculate all of the new programs such as Reconnect, Frontliners, etc., and calculate the GPA just for the courses taken under the program to calculate their continued eligibility in the program going forward. We have to do that for each and every student. This has been a major tax on our Financial Aid Office, as well as financial aid offices across the state. Honestly, they are overworked and we are trying to resolve many of these processes for them.

Dr. Behrens explained what happens when a student gets dropped. They are replaced by students on the wait list and they lose their seats. What we have done in the past is try to call all of these students. I will tell you, Gerald McCarty, and I personally, spent all his Christmas break calculating. We spent over 60 hours each last year just calling students usually it is for naught, as we do not reach students, or quite frankly, they get mad at us because we keep calling and then get very frustrated with the college. The President also makes phone calls right down there on the fourth bottom, but it is a huge expenditure of resources and anytime we are doing that we are not helping the student in front of us. When a student responds, they may tell us they intend to make an appoint, a payment, or whatever and we take them off the list, then they don't always follow through. With students on financial aid, the Financial Aid Office manually looks them up the remaining students and figures out whether they are getting financial aid or not, and that list typically goes down from 200 to 40 to 60 students, give or take.

Dr. Behrens went on to announced that this past summer, he and his team decided to pilot a project that involves allowing students on the DREG list to remain in their classes for the summer. There were 161 students on the DREG list and analyzed the list afterwards. The analysis shows that 91 percent CAGR account. That means there were only 14 students that were unpaid. Dr. Quartey asked us to knock this out earlier this week. Gerald went through each and every and every student. Originally, back in the summer, there were 273 students on the DREG list minus, 135 who had financial aid. Forty-nine students would have been taken off the list because they pay tax in the county, 28 students paid cash of some amount. In fall of '23, seven students had a third party paying their tuition, and one student dropped on his/her own, that left 53 students who would have been on the DEG list that would have been dropped under the old system.

Dr. Behrens stated that they continued the pilot and decided to look at the students that remained. The 53 students who remained represent \$81,000 in tuition. Further analysis of the 53 students who would have been dropped showed that 29 of them paid cash, had applied for financial aid, or had third party billing applied to their account. There was only one student complaint. Joe Verkennes and I talked to him and he admitted that he fully understood that he had enrolled for classes, had come to orientation, had done all the things he was supposed to do, but then simply didn't show up for class. The loss of revenue from these 29 students would have totaled \$32,000 in net difference. If we get that every single semester, that difference is \$48,029. The 29 students saved included students whose tuition was being paid by the UAW who likely would have

never come back, Verizon, and one college employee who had not paid their tuition on time. The budget impact of the 53 students who would have been dropped represented \$81,000, approximately 0.0027 of the overall budget. The net amount of the 29 students who were added, would have been \$32,000 or 0.001.

Dr. Behrens said that as far as the pilot goes, the College will continue to look at the data and analyze it. If there are aspects of it that do not, and indicate that it not worth it, then the pilot will stop. Dr. Behrens stated that he plans to report on new initiatives new initiatives more often in the future. Trustee Thayer commented that this process was discussed at an Association of Community College Trustees (ACCT) conference and that colleges are using it all over the United States.

- C. 4. b. (1) 15. Curtis Creagh informed the Board that he will work with Penny Dorcey, Executive Assistant to the President and Secretary to the Board of Trustees, to set a date for the Board Audit Committee to meet with the auditors prior to the Audit presentation at the November regular meeting. Ms. Dorcey will let the Board know the date once it is set.
- C. 4. b. (2) 16. Update: 2023 MCCA Board of Directors Meeting, Macomb Community College, September 28-29 (Thayer, Quartey)

President Quartey reported that Governor Whitmer has put together a new Department called the Michigan Department of Lifelong Learning Education, Advancement, and Potential (MiLEAP). “The new department will be tasked with improving outcomes from preschool through postsecondary so anyone can ‘make it in Michigan.’” MiLEAP will achieve this goal by establishing clear metrics, collaborating with cross-sector leaders at the local, regional, and state level, and developing a shared action plan. Initially, there were concerns that this was a state mandate; however, the program exists to get more data and keep the Education community more informed and involved and to assure we are not submitting so many reports to the state. The Labor and Economic Department (LEO) will be a part of that. Dr. Quartey said that another topic of discussion was Reconnect for 21 plus. There were several other topics, but one that stands out is a program to get provide funds for classes that do not currently for financial aid. The state will be putting together a list of lifelong learning classes offered by colleges.

Trustee Thayer stated that that 14 funding could get really tricky, because if they lump community colleges in with K-12, they take more control. So, although it sounds really good, the legislature really struggles understanding, completion and we have students who take a few classes just because they want to do increase their job skills, and those who do not finish, and then go to another college.

Ms. Thayer reported the MCCA is required to add to a political action plan, and colleges pay money for that, which is a shame because the four-year institutions give huge amounts of money to be recognized and the community colleges tend to get swept under the carpet. Community colleges used to pay \$750, now they are asking for \$1500. This comes out of the President’s office holder’s account, but he also pays taxes on the office holder’s account, so it’s really closer to \$2,000 out of his budget.

- C. 4. b. (3) 17. Trustee Thayer said that she was particularly impressed with the Student Success and Understanding Student Basic Needs Movement and Increasing Enrollment. She has a few handouts that will give them a good understanding of the role of research and student basic needs, first-generation students, affordable rents for college students, and the rise framework, which is a model on exploring student basic needs in the Alice student. Anybody who is interested in more information can either talk to Mary or contact Ms. Dorcey and get a copy of the information. Ms. Thayer is also the delegate to the State, so she is a voting delegate, plus she is the coordinator for the State of Michigan, so she had many business meetings to attend. Ms.
- C. 4. b. (4) 18. Vice Chair Lambrix noted the upcoming events. She announced that at the end of the list of events, there are two links, one for Meyer Theater events and the other for the Happenings Newsletter. She also noted that Ms. Dorcey had created a yearly calendar of routine agenda items. The document was emailed to the Board two weeks ago and a hard copy is included in the packet.
- B. 4. a. (5) 19. *It was moved by Trustee Thayer and Supported by Trustee Edwards that the Board meet in closed session in accordance with Section 8 (c) and 8 (h) of the*

Michigan Open Meetings Act to discuss issues related to the negotiation of a collective bargaining agreement.

A roll call vote was taken as follows:

Yes [6] Lynette M. Dowler, Julie Edwards, Nicole R. Goodman, Krista K. Lambrix, Joel A. Spotts, Mary Kay Thayer
No [0] None

20. The motion carried and the Board moved into Closed Session at 6:50 p.m.

21. The Open Session resumed at 7:32 p.m.

B. 4. a. (4) 22. *It was moved by Ms. Dowler and Supported by Ms. Edwards to approve the Support Staff Contract.*

The motion carried unanimously.

B. 4. a. (5) 23. *It was moved Ms. Thayer supported by Ms. Goodman that the Board adopt the Leave and Funeral Attendance Policy as presented.*

The motion carried unanimously.

It was moved by Ms. Thayer and supported by Ms. Edwards that the meeting be adjourned.

The motion carried unanimously and the meeting adjourned at 7:34 p.m.

Respectfully submitted,

Aaron N. Mason
Chair

Nicole N Goodman
Secretary

pd/

These minutes were approved at the November 27, 2023 regular meeting of the Board of Trustees.