

MINUTES OF THE FIVE HUNDRED THIRTY-SEVENTH
MEETING OF THE BOARD OF TRUSTEES
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

Board of Trustees Room Z203
La-Z-Boy Center
7:30 p.m., September 23, 2013

Members present: William J. Bacarella Jr., Joseph N. Bellino Jr., William H. Braunlich, James E. DeVries, Marjorie A. Kreps, Linda S. Lauer, Mary Kay Thayer

Members absent: None

Also Present: Kojo Quartey, Randy Daniels, Suzanne Wetzel, Grace Yackee, Barbara McNamee, Josh Myers, Paul Knollman, John Joy, Jean Ford, Vinnie Maltese, Kimberly Lindquist, Molly McCutchan, Joe Verkennes, Deborah Beagle, Peter Coomar, Brian Lay, Valerie Culler, Jamie DeLeeuw, Paul Hedeem, Patrick Nedry, Jim Ross, Tracy Vogt, Denice Lewis, Dan Hamman, Brad Hesser, Barry Kinsey, Michael Meyer, Mark Hall, Josh Myers, Wendy Wysocki, Agora staff reporter Katie Mullin, Victoria McIntyre (recording secretary)

1. Chair Bacarella called the meeting to order at 7:30 p.m.
2. *It was moved by Mrs. Thayer and seconded by Mr. Bellino that the minutes of the regular meeting of June 24, 2013 and the minutes of the special meeting of July 29, 2013 be approved as presented.*

The motion carried.

- B. 3. a. (1) 3. *It was moved by Mr. Braunlich and seconded by Mrs. Thayer that the Board authorizes the President to execute contracts for the following faculty members:*

*Bradley Hesser
First-year Probationary Contract
Effective August 26, 2013*

*Lindi McClure
First-year Probationary Contract
Effective August 26, 2013.*

The motion carried.

- B. 3. a. (2) 4. *It was moved by Mrs. Kreps and seconded by Mrs. Thayer that the following resolution be adopted:*

WHEREAS, the United Way of Monroe County is entering its 2013-2014 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 our school district.

THEREFORE, BE IT RESOLVED by the Monroe County Community College Board of Trustees that the College employees be encouraged to participate in the 2013-2014 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 2013 ‘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 23, 2013.

The motion carried.

- B. 3. a. (3) 5. *It was moved by Mrs. Thayer and seconded by Mr. Braunlich that Policy 3.05, Tuition and Fees, be revised as presented.*

The motion carried.

- B. 3. a. (4) 6. *It was moved by Mr. Braunlich and seconded by Mr. Bellino that the Policy 2.20, Retirement Plan, be revised as presented.*

The motion carried.

- B. 3. a. (5) 7. *It was moved by Mrs. Thayer and seconded by Mrs. Kreps that the attached addendum resolution authorizing issuance of 2013 Tax Anticipation Notes on behalf of Monroe County Community College be adopted.*

Vice President Wetzel reported that the college needs to position itself financially to meet all expenses and that short-term debt securities may be necessary.

The motion carried.

- C. 3. a. (1) 8. President Quarthey reported on the following staff appointments, retirements, and contract renewal:

Staff Appointments:

Terry Lunn, General Maintenance Worker, effective August 5, 2013

Justin Blaine, General Maintenance Worker, effective August 19, 2013

Bradley Hesser, Associate Professor of Graphic Design, effective August 26, 2013

Lindi McClure, Assistant Professor of Practical Nursing, effective August 26, 2013

Contract Renewal:

Anthony Quinn, Director of Upward Bound, non-continuing contract, effective September 4, 2013 to September 3, 2014 (enclosure)

Resignations:

Donna Novak, Coordinator of Annual Giving and Alumni Affairs, effective August 2, 2013

Dagmar Martin, Computer Lab Technician, effective September 6, 2013

- C. 3. a. (2) 9. The Board received the Statement of General Fund Revenues and Expenditures for the period ending August 31, 2013.

State appropriations will begin in October. Fall tuition is down about 3 percent compared to the amount projected in the budget for fall. Audit work continues with Cooley Hehl Wohlgamuth & Carlton P.L.L.C. In addition, Plante Moran is on campus to complete the college's compliance with federal awards audit.

- C. 3. a. (3) 10. The board received a note of thanks from the Josh Myers family for flowers sent at the birth of Will Myers.

- C. 3. b. (1) 11. Mark Hall, Director of Admissions and Guidance Services, presented the Fall 2013 Enrollment Report. Enrollment is down about 7 percent. Some contributing factors include a decrease in high school enrollment, students returning to the workforce, and an increased effort to review each application for unusual patterns. Flagging and follow up on questionable applications has reduced students who are potential Pell Runners. Retention and recruitment efforts have increased.

- C. 3. b. (2) 12. Vice President Suzanne Wetzel updated the board on the Career Technology Center. Classes started August 29 as scheduled. The building is fully operational. Internal and external signage is complete. The college was honored to have a strong congressional delegation as well as all five college presidents in attendance at the dedication of the CTC.

- C. 3. b. (3) 13. Josh Myers reported that the college has received over \$2 million in donations from 190 donors. Meetings with high-level donors continue.

- C. 3. b. (4) 14. Vice President Yackee presented updates on HLC and ACEN accreditation. The Higher Learning Commission has accepted the team report from March of this year. The next reaffirmation of accreditation visit remains scheduled for 2019-20. However, as part of the Pathways to accreditation, a team will be on campus in 2015-16 to conduct a comprehensive review. In preparation for any HLC visits, all documents will be forwarded electronically. HLC has approved the college to offer 100 percent of our programs online. The next ACEN (formerly NLNAC) visit will be October 22-24. It is believed that all issues of concern cited as part of the 2011 accreditation review have been resolved.
- C. 3. b. (5) 15. President Kojo Quartey presented findings from CNN Money Rankings. MCCC is ranked second for student success out of 60 community colleges in Michigan, Ohio, and Indiana.
- C. 4. b. (1) 16. Trustees Kreps, Thayer, and Devries and President Kojo Quartey attended the Michigan Community College Association (MCCA) Summer Workshop in July. Some highlights include information about a new assessment device called Success Navigator, an online tool that measures critical factors that most directly influence students' college success. It measures motivation and is a good tool to help with retention and success. The education community needs to try new ways of educating students including shorter semesters, remedial assistance, flexibility, and more personalized education. Tracking metrics to evaluate student completion and success allows colleges to measure what they do for students. Global initiatives will provide opportunities for increased enrollment and greater diversity for colleges. Dr. Quartey mentioned the Voluntary Framework for Accountability. This measures several factors more applicable to community colleges. MCCC will begin tracking these measures.
- C. 4. b. (2) 17. The board workshop will be held October 26, 2013.
- C. 4. b. (3) 18. Upcoming events were noted including the Great Pumpkin Pursuit and the Color Dash on October 5.
19. *It was moved by Mrs. Thayer and seconded by Mr. Braunlich that the meeting be adjourned.*

The motion carried, and the meeting was adjourned at 8:33 p.m.

Respectfully submitted,

William J. Bacarella Jr.
Chair

Linda S. Lauer
Secretary

vdm

These minutes were approved at the October 28, 2013 Board of Trustees meeting.

RESOLUTION AUTHORIZING ISSUANCE OF 2013 TAX ANTICIPATION NOTES ON BEHALF OF MONROE COUNTY COMMUNITY COLLEGE

Recommended motion: “that the following resolution authorizing issuance of 2013 Tax Anticipation Notes on behalf of Monroe County Community college be adopted:

WHEREAS, the Board of Trustees has determined that, in its exercise of its statutory duties and in order to best serve the needs of the College, it is necessary to borrow a sum not to exceed the amount shown in paragraph 1 of Exhibit A in anticipation of the collection of the operating taxes described in paragraph 2 of Exhibit A (the “Operating Taxes”) for the purpose of obtaining funds to meet operating expenses of the District.

WHEREAS, under the terms of Act No. 34, Public Acts of Michigan, 2001, as amended, the District is authorized to borrow money in anticipation of the collection of the Operating Taxes for the current fiscal year after the Operating Taxes have become due and payable in an amount not to exceed seventy five percent (75%) of the Operating Taxes which remain to be collected or for the current fiscal year before the Operating Taxes become due and payable in the amount not to exceed fifty percent (50%) of the operating tax levy for the preceding fiscal year; and

WHEREAS, the Operating Taxes for the current fiscal year are not due and payable and the amount included for operating expenses in the tax levy of the District for the preceding fiscal year ending June 30, 2013, is as shown in paragraph 3 of Exhibit A; and

WHEREAS, the District has obtained qualified status and may issue notes without further approval from the Michigan Department of Treasury (the “Department”).

THEREFORE BE IT RESOLVED by the Board that:

1. Authorization of Notes. The District shall borrow for the above purpose, a sum not to exceed the amount shown in paragraph 1 of Exhibit A, the final amount to be determined by the officer designated in paragraph 4 of Exhibit A, or such officer’s designee who shall be a member of the administrative staff or the Board of the District (in each such case, the “Authorized Officer”) prior to the sale of the notes, or such part thereof as the Department may approve, if prior approval is necessary, and issue the general obligation note or notes of the District (individually and collectively, the “Notes”) in anticipation of the collection of the Operating Taxes for the fiscal year beginning July 1, 2013 pursuant to a private sale.

2. Note Terms. Due to the District’s need to obtain funds in a timely manner to meet operating expenses for the current fiscal year, the Authorized Officer is hereby authorized to and shall negotiate, on behalf of the District, the terms of a loan with Monroe Bank & Trust or such other financial institution selected by the Authorized Officer (in either case, the “Lender”) pursuant to a private, negotiated sale. The Notes shall bear interest at a fixed or variable rate as determined by the Authorized Officer, but shall not exceed 18% per annum, shall be dated as set forth in paragraph 5 of Exhibit A and shall be due and payable on the date shown in paragraph 6 of Exhibit A, which is the estimated time of collection of a sufficient amount of the Operating Taxes for the current fiscal year to pay the Notes in full. The Notes shall be payable in lawful money of the United States of America at a bank or trust company in the State of Michigan

qualified to act as paying agent as shall be designated by the Lender, as original purchaser of the Notes. The Authorized Officer or designee shall determine the minimum purchase price for the Notes, which shall not be less than the price specified in paragraph 7 of Exhibit A, shall fix the date of such sale, and shall otherwise negotiate the terms of the transaction, but in each case within the parameters set forth in this resolution.

3. Set Aside of Tax Collections. From the first collections of the Operating Taxes for the fiscal year beginning July 1, 2013, there shall be set aside in a separate depository account (the “Note Repayment Fund”) a portion of each dollar collected which is not less than 125% of the percentage that the principal amount of the Tax Anticipation Notes bears to the amount of the Operating Taxes, to be used for the payment of the principal of and interest on said Notes and any other notes hereafter issued in anticipation of said taxes, and until the amount set aside is sufficient for such payments, collections of the Operating Taxes shall be used for no other purpose. The District reserves the right to issue additional notes of equal standing with the Notes as to the Operating Taxes, subject to the limitations provided by law.

4. Limited Tax Pledge. The full faith and credit of the District is hereby irrevocably pledged for payment of principal of and interest on the Notes and in case of the insufficiency of the Operating Taxes pledged for the payment thereof, the District shall pay the Notes from any funds legally available therefor and, if necessary, levy sufficient taxes on all taxable property within the District’s geographic boundaries for the payment thereof, subject to applicable constitutional, statutory and charter limitations.

5. Execution of Notes. The President and Secretary of the Board shall execute the Notes on behalf of the District and the executed Notes shall be delivered to the Treasurer who shall cause the Notes to be delivered to the Lender, as purchaser thereof, upon the receipt of the purchase price therefor. The Vice President, Treasurer or Chairperson may execute the Notes instead of either the President or Secretary. The foregoing officials are hereby authorized to execute and deliver a temporary note or notes and exchange, when available, final printed notes therefor at the request of Lender, as the original purchaser.

6. Further Acts. The Authorized Officer or designee is further authorized to execute any documents or certificates necessary to complete the transaction including, but not limited to, any certificates relating to federal or state securities, laws, rules or regulations.

7. Approval of Note Counsel. The representation of Butzel Long, a professional corporation, as note counsel is hereby approved.

8. Following Issuance of Notes. Within fifteen (15) days after issuance of the Notes, the Board hereby authorizes and directs the Authorized Officer or designee to cause to be filed with the Department any and all documentation required subsequent to the issuance of the Notes, along with any statutorily required fee.

9. Conflict. All resolutions insofar as they conflict with the provisions of this resolution be and the same are rescinded.”

**EXHIBIT A
TO
AUTHORIZING RESOLUTION**

1. Amount of borrowing not to exceed: \$ 3,000,000
2. Operating Taxes due and payable: December 1, 2013
3. Taxes levied for the preceding fiscal year ending June 30, 2013:
 - a. Due July 1, 2012: \$ 163,862
 - b. Due December 1, 2012: \$ 11,836,673
4. Authorized Officer: (Identify by position/title all persons authorized to sign note documents (e.g., Chairperson of the Board, President, Vice-President, Secretary, Treasurer, Chief Administrative Officer, etc., or other business official). More than one Authorized Officer is recommended:

Kojo A. Quartey, President

Suzanne M. Wetzel, Vice President of Administration and Treasurer

5. Date of Notes: Date of delivery
6. Notes due and payable: June 30, 2014, or such other date as shall be determined by the Authorized Officer
7. Purchase Price: Not less than 100% of the principal amount of the Tax Anticipation Notes
8. Amount of Notes, NOT including this borrowing, issued in anticipation of the Operating Taxes: \$ NONE
9. Total amount of tax-exempt obligations NOT including this borrowing issued or to be issued in this calendar year: \$ NONE
10. Five percent (5%) of estimated fiscal year 2013/2014 operating expenses: \$ 1,721,420.45