

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

Board of Trustees Room Z-203
La-Z-Boy Center
7:00 p.m., January 26, 2015

Members present: William J. Bacarella Jr., Joseph N. Bellino Jr., William H. Braunlich, James E. DeVries, Lynette M. Dowler, Marjorie A. Kreps, Mary Kay Thayer

Also present: Mike Adams, Nancy Adams, Glori Applin, Deborah Beagle, Jack Burns, Ron Campbell, Randell Daniels, Jamie DeLeeuw, Jean Ford, Mark Hall, Dan Hamman, Paul Hedeem, Rick Hubbert, Barry Kinsey, Erin Kiser, Paul Knollman, Brian Lay, Denice Lewis, Kim Lindquist, Vinnie Maltese, Molly McCutchan, Barbara McNamee, Michael Meyer, Josh Myers, Kojo Quartey, Jim Ross, Joanna Sabo, Dan Shaw, Mark Spenoso, Mariah Tevepaugh (The Agora staff), Kevin Thomas, Joe Verkennes, Tracy Vogt, Michael Weipert, Suzanne Wetzel, Wendy Wysocki, Grace Yackee, Connie Zarb, John Zarb, Penny Dorcey (recording secretary)

1. Chair Bacarella called the meeting to order at 7:00 p.m.
2. The Honorable Judge Michael Weipert administered the oath of office to newly elected Trustee Lynette M. Dowler, and re-elected Trustees, Mary Kay Thayer and William H. Braunlich.
3. *It was moved by Mrs. Thayer and seconded by Mrs. Kreps that the minutes of the regular meeting of November 17, 2014 and the open minutes of the December 15, 2014 special meeting be approved as presented.*

The motion carried.

- B. 2. b. (1) 4. Vice President Grace Yackee addressed a citizen's concern regarding the lab fee for the Math Re-design courses. Dr. Yackee and Vinnie Maltese, Dean of Science and Mathematics met with Mr. Tarrant and his wife to address their questions and concerns. Mr. Tarrant has requested a formal response from the Board. Dr. Yackee will work with the Board of Trustees to draft the response.
- B. 3. a. (1) 5. *It was moved by Dr. DeVries and seconded by Mr. Braunlich that Joseph N. Bellino be elected Chair of the Board of Trustees for a two-year term; that Mary Kay Thayer be elected Vice Chair of the Board of Trustees for a two-year term; and that Dr. James DeVries be elected Secretary of the Board of Trustees for a two-year term.*

The motion carried unanimously.

6. Chair Bellino took over running the meeting.
- B. 3. a. (2) 7. *It was moved by Mr. Braunlich and seconded by Mr. Bacarella that the following resolution of commendation for Nancy Adams be adopted:*

WHEREAS, Nancy Adams has decided to retire from her position as

Administrative Assistant to the Vice President of Instruction, and

WHEREAS, she rendered loyal and dedicated service to Monroe County Community College and conducted all activities with the utmost competence and integrity for over 32 years, and

WHEREAS, she remained a steadfast supporter of the interests of students, faculty and staff throughout her employment, commencing as an administrative assistant in the Community Relations office and Graphic Arts department, and

WHEREAS, she evidenced a willingness to accept new challenges and cooperate in assisting the College to run smoothly and effectively, having served an interim appointment as the administrative assistant to the president during a period the incumbent was on extended leave, and

WHEREAS, she played a crucial and omnipresent role in the implementation of a robust, cutting-edge student information system, secured a sustainable foundation within the system on behalf of the Instructional Area and routinely and competently attended to identifying and adopting new ways for dealing with persistent data challenges, and

WHEREAS, she served as mentor and role model for administrative assistants in the Instructional Area and other areas at the College, willingly and enthusiastically offering to sharing time, knowledge, and expertise, and

WHEREAS, she volunteered hundreds of service hours directly impacting the success of dozens of Campus and community events, among them children's programs, employee recognition receptions, and annual commencement ceremonies, and

WHEREAS, she has proven time and time again to be an unwavering confidant and friend, and

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Nancy Adams for her steadfast, loyal service and extraordinary contributions to the College, its students, and the community, and

THAT IT BE FURTHER RESOLVED, the Board of Trustees expresses its very best wishes for Nancy's continued well-being, success and happiness on this Monday, January 26, 2015.

The motion carried.

- B. 3. a. (3) 8. *It was moved by Mr. Bacarella and seconded by Mr. Braunlich that the following resolution of commendation for Connie Zarb be adopted:*

WHEREAS, Mrs. Constance K. Zarb has decided to retire from her position as administrative assistant to the executive director of The Foundation at MCCC and the director of marketing and communications, effective February 27, 2015, and

WHEREAS, she joined the campus community in 2001 as an adult student after raising her two daughters, ultimately graduating with an associate's degree in commerce as an electronic office specialist, and

WHEREAS, proving herself to be an exceptional student, she received high praise and earned a recommendation by MCCC faculty members to fill a temporary part-time position in the Office of Institutional Advancement to assist with The Foundation at MCCC's first-ever "Realizing the Vision" capital campaign to construct what is now known as the La-Z-Boy Center. She then remained with the office as a student assistant until permanently joining the staff as the administrative assistant to the director of institutional advancement and executive director of The Foundation at MCCC, and

WHEREAS, she played an instrumental role in the implementation of a new STARS online scholarship system – a responsibility she volunteered for and dedicated many hours outside of the office to complete, and marshalled the conversion of all donor records to a new administrative software system, and

WHEREAS, she provided instrumental support to a number of annual special and Foundation events including the Great Pumpkin Pursuit, Foundation Scholarship Award Dinner, Alumni Association Golf Outing, Foundation Cultivation Luncheon, and chaired the Strikes, Spares, and Scholarships fundraiser, which has raised thousands of dollars in scholarships for deserving MCCC students, and

WHEREAS, she prepared agendas and kept the official minutes for The Foundation Board of Directors and four separate committees; maintained all financial records for The Foundation; and managed all gift processing and sensitive donor records while keeping with the highest standards of confidentiality and integrity, and
WHEREAS, she has adeptly handled the coordination of the bookkeeping and invoice payment for all college marketing and communications activities, such as advertising for branding and enrollment, college job postings and Campus/Community Events, as well as outside printing, contracted services and more, and

WHEREAS, in light of the changing landscape of phone use nationwide, she was charged with reviewing the college's advertising/listing contracts with telephone/Web directory providers serving the region, and then proceeded to overhaul the entire program, saving the college thousands of dollars per year, and

WHEREAS, she played a pivotal role in the coordination of events handled by the Office of Marketing and Communications over the over the years, such as the college's presence at the Monroe County Fair, Bedford Trade Fair, Christmas in Ida and more, as well as other major events the office assisted with or directed, including news conferences, groundbreakings, ribbon cuttings and ceremonies, and

WHEREAS, she has demonstrated a high level of professionalism and dedication to the college both on and off campus, and an eagerness to help solve any situation in which she can provide expertise and assistance, affectionately earning from her colleagues the appropriate nickname "SUPER Connie," and

WHEREAS, she has performed her duties and responsibilities with integrity, fairness and steadfast dedication to the college.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Constance K. Zarb for her dedicated service and contributions to the college, its students and the community, and

THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for her continued success, well-being and happiness on this Monday, January 26, 2015.

The motion carried.

- B. 3. a. (4) 9. *It was moved by Mr. Bacarella and seconded by Mr. Braunlich that Policy 3.18, Student Employee Wage Rate, be approved as presented*

The motion carried.

- C. 2. a. (1) 10. Holiday greeting card from Miss Monroe County
- C. 2. a. (2) 11. Holiday greeting card from Miss Monroe County Scholarship Program Board of Directors
- C. 3. a. (1) 12. Note of thanks from Denise Howe and family for the flowers sent at the loss of her Mother
- C. 3. a. (2) 13. Note of thanks from Bradley and Amanda Hesser and family for the flowers sent following the birth of their son
- C. 3. a. (3) 14. President Quartey reported on the following staff appointments, retirement and resignations:

Staff Appointments:

George Welter, General Maintenance Worker, effective 12/01/14
(replacing Keith Gerweck, retired)

Annette Kiebler, Administrative Assistant to the VP of Instruction,
effective 1/12/15 (replacing Nancy Adams)

Vicki Voyantzis, Payroll Accountant, effective 1/5/2015 (replacing
Annette Russell)

Retirement:

Lana Shryock, Professor of Computer Information Systems, effective
May 2, 2015.

Resignations:

Becky Leonhardt, Administrative Assistant to the Dean of Business
Division, effective 12/5/2014.

Kelli Plumb, Administrative Assistant to the Director of Purchasing and

Auxiliary Service, effective 1/16/2015

- C. 3. a. (4) 15. Deborah Beagle, Director of Financial Services, that The Statement of General Fund Revenue, Expenses, and Other Changes for the month ending December 31, 2014 includes State Appropriations of \$272,001 for MPSERS UAAL funding. The offsetting expense has not been recorded yet, but will be updated for January.

Revenue is down \$600,000 compared to the prior year and expenses are down \$500,000.

Property taxes have been coming in slowly through December, however as of January 23, 2015 the College has collected \$4.1 million.

As of January 23, 2015, which was also the end of the refund period, tuition revenue for Winter is 5 percent less than budget. Tuition revenue for credit courses for fall and winter terms is \$375,000 less than budget.

- C. 3. b. (1) 16. President Quartey summarized his reports to the Trustees which he sends every other week. He noted some hard decisions need to be made in light of the state of the college budget. Cabinet continues to meet to work on restructuring and reorganization. Some positions will have to be redefined; others will not be filled, including the Dean of Corporate and Community Services. Cabinet is benchmarking and looking at other institutions similar to MCCC, to see how they are structured, including how many vice presidents, deans, faculty, and directors they have. Cabinet continues to gather data to ensure that the institution makes decisions that increase efficiency and effectiveness.

Dr. Quartey noted the Energy Savings Performance Contracting program will generate energy savings that will be used to make payments; however, the College will have to incur debt to finance the project.

The President mentioned his recent State of the County Address at Monroe Bank and Trust, at which he made statements regarding some of the things the institution will have to do post-millage. The College is going to have to take on a 20-year debt of approximately \$9.6 million. Budget discussions continue.

Cabinet continues to gather data to make decisions based on revenue streams and expenditures. Cabinet is looking at the expenditures incurred by the Hurd Road property and the Whitman Center. College leadership and the Board of Trustees will continue to discuss a post-millage strategy. The college will have to attempt to pass another millage, but the timing is a discussion that still needs to be had.

The first draft of the Strategic Plan is posted on the Blackboard Shared Governance site in the “Documents” folder. Cabinet will be looking at the plan and revising it as needed. The Enrollment Management Plan is also being completed at this time.

Dr. Quartey’s recent post on the President’s blog regarding President Obama’s

“free” community college concept has received positive comments. Dr. Quartey stated that “we do not have all the needed details because they have yet to be fleshed out, but I am cautiously optimistic.”

President Quartey noted that based on discussions held between himself and The Board, his reports are now focusing more on what’s happening in leadership and the direction of the institution.

- C. 3. b. (2) 17. Dan Shaw, Assistant Professor of Humanities and Journalism, gave an overview of last year's study abroad trip to Italy. The trip was a discipline specific program that focused on culinary arts and wine. Mr. Shaw noted that this trip was a life-changing experience for the students who participated. Mr. Shaw shared a video that featured the students and Chef Kevin Thomas. Chef Thomas reported that he brought back several ideas to incorporate into his curriculum.

- C. 3. b. (3) 18. Dr. Joanna Sabo, Professor of Political Science and Business Management, gave a brief update on the spring 2015 study abroad trip. Today was the final day to sign up for or drop out of the upcoming trips to Europe. Two different groups, each lead by a team of MCCC instructors, will travel to Europe at different times. Wendy Wysocki, Dr. Joanna Sabo, and Gary Wilson will lead one group and Dan Shaw, Dr. William McCloskey, and Cheryl Johnston will lead the second group.

Dr. Sabo gave an update on the Global Studies Degree Designation. She noted that students can apply for the designation no matter what degree they are working on. Global studies are important because the Higher Learning Commission requires that cultural diversity is part of the College’s core values. There are many international companies located in Michigan that may employ our students. Students earning the degree designation will have a written notation on their diploma that says Global Degree Designation.

- C. 3. b. (4) 19. Mark Hall, Director of Admissions and Guidance, reported a 9 percent decrease in enrollment from last winter. The mean age for MCCC students continues to drop. As the economy recovers in Monroe County, older students go back to work while younger students continue on with their education. The increase in dual enrolled students is also a factor in the decreasing age population at the college.

Counselors have doubled their visitations to all area high schools in the community. Dr. Joyce Haver, Professor of Counseling, has also increased her presence at Michigan Works, which may help increase the college’s adult population. In May 2015, MCCC is hosting a Monroe College Access Network (MCAN) event at which every eighth grade student in Monroe County will be invited. The MCAN event will give potential students more exposure to college faculty and programs. MCCC’s Toledo student enrollment is stable.

Dr. Yackee reported that non-credit enrollment is up, which is somewhat of a turnaround from the past several years. Non-credit enrollment is growing as people get back out into the workforce and come back to school for training.

MCCC is also engaging companies to train employees.

- C. 3. b. (5) 20. Joshua Myers, Executive Director of The Foundation, reported on the December 8 meeting of The Foundation Board of Directors. They used a consent agenda for routine items which appeared to work well and significantly shortened the length of the meeting. The Directors updated the policy on naming opportunities as well, and will revise the rest of their policies and procedures so that they better align with the College's policies and procedures.

Mr. Myers related that The Foundation approved \$3,000 for the purchase of a new sound board in the Meyer Theater, which is starting to fail. Former Board of Trustee member, Ursula Terrasi, generously donated an additional \$10,000 so the college could purchase a better quality board. Mr. Myers noted that the recent audit of The Foundation went well. The Board of Directors also appointed a nominating committee for new directors.

- C. 4. b. (1) 21. Chair Bellino appointed the following individuals to the selection committee for Alumnus of the Year and College Supporter of the Year.

Alumnus of the Year Committee:

Dr. James E. DeVries
Mrs. Annette M. Dowler
Mrs. Mary Kay Thayer.

January 9 was the deadline for submitting nominations for Alumnus of the Year.

College Supporter of the Year Committee:

Mr. William J. Bacarella Jr.
Mr. William H. Braunlich
Mrs. Marjorie A. Kreps

March 15 is the deadline for submitting nominations for College Supporter of the Year.

- C. 4. b. (2) 22. Mrs. Thayer noted that the Board Self-evaluation Committee has developed an evaluation document for use. Mrs. Thayer would like to have Board members complete the evaluation and then come together for a special meeting to review the results. The Trustees were instructed to look one year back when considering their answers to the questions on the evaluation. Mrs. Thayer reminded Board members that they are evaluating themselves and not other Board members. Once the evaluations are completed, the President and the Board will look into having Dr. Pamela Fisher lead another Board workshop. Evaluations should be completed and turned in to the President's office by the end of February. A special meeting will take place in March to discuss the results.

It was moved by Mr. Braunlich and seconded by Mrs. Thayer that the Self-evaluation Form be adopted.

The motion carried.

C. 4. b. (3). 23. Chair Bellino noted the upcoming events.

24. *It was moved by Mr. Bacarella and seconded by Mrs. Thayer that the meeting be adjourned.*

The meeting adjourned at 8:39 p.m.

Respectfully submitted,

Joseph N. Bellino Jr.
Chair

James E. DeVries
Secretary

/prd

These minutes were approved at the February 23, 2015 Board of Trustees meeting.