

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., October 27, 2014

Members present: William J. Bacarella Jr., Joseph N. Bellino Jr., James E. DeVries, Marjorie A. Kreps,
Linda S. Lauer, Mary Kay Thayer ([via phone conference](#))

Members absent: William H. Braunlich

Also present: Jack Burns, Peter Coomar, Valerie Culler, Jamie DeLeeuw, Jean Ford, Mark Hall, Paul Hedeem, Barry Kinsey, Paul Knollman, Brian Lay, Vinnie Maltese, Steve Mapes, Bill McCloskey, Molly McCutchan, Barbara McNamee, Josh Myers, Kojo Quartey, Jim Ross, Joe Verkennes, Tracy Vogt, Suzanne Wetzel, and Grace Yackee, and Penny Dorsey (recording secretary)

1. Chair Bacarella called the meeting to order at 7:06 p.m.
2. *It was moved by Mrs. Thayer and seconded by Mrs. Kreps to approve the minutes of the September 29, 2014 meeting*

The motion carried.

3. There were no delegations present.

- B. 3. a. (1) 4. *It was moved by Mr. Bellino and seconded by Mrs. Kreps that the Five-Year Capital Outlay Plan be approved as presented.*

The motion carried.

- B. 3. a. (2) 5. Appointment of Group Three Directors (Directors at Large) to The Foundation at Monroe County Community College Board of Directors

Section 5.4 Election, Classification and Terms

(C) Group Three Directors (Directors at large) are recommended to the Board of Trustees for approval, by vote of The Foundation's directors, and shall serve three (3) year terms following the initial staggered terms.

It was moved by Mrs. Kreps and seconded by Mrs. Thayer that the following individuals be appointed Group Three Directors on The Foundation at Monroe County Community College Board of Directors for a three-year term expiring as indicated:

Three-Year Terms Expiring December 31, 2017

Dr. Ronald Campbell

Jean Guyor

Chad Nitray

Richard Sieb.

The motion carried.

- B. 3. a. (3) 6. *It was moved by Dr. DeVries and seconded by Mr. Bellino that Monroe County Community College, in accordance with MCCC Policy 6.21 and Procedure 6.21 (a), apply for a Special License from the Michigan Liquor Control Commission (MLCC) to serve alcohol in conjunction with the following special event which will be held as indicated:*

Bacchus Society, "Reds, Whites, and Blues" wine tasting event – November 20, 2014 – Wine Lab and classroom in the West Technology Building."

The motion carried.

- C. 3. a. (1) 7. Dr. Quartey reported on the following staff appointments and resignation:

Staff Retirements:

Keith Gerweck, General Maintenance Worker, effective November 30, 2014

Nancy Adams, Administrative Assistant to the Vice President of Instruction, effective January 30, 2015

Staff Resignation:

Annette Russell, Payroll Clerk, effective September 10, 2014

- C. 3. a. (2) 8. The Board received the Statement of General Fund Revenues and Expenses for the period ending September 30, 2014.

Suzanne Wetzel, Vice President of Administration, reported property taxes are at a negative \$54,143 as compared to last year's positive \$99,639. The bulk of the college's property tax revenues come in between January and March. Revenues over expenses are a positive \$139,388 and expenses are slightly down, as are revenues. Fall Tuition revenues are under by about \$180,000. A Tax Anticipation loan of \$2,000,000, at 5.9 percent interest was drawn down in October 10.

Wetzel reported that the other piece of the audit is in process and must be submitted to the State of Michigan by November 15. The audit committee will review the results November 14, and then present a full report to the Board November 17.

- C. 3. a. (3) 9. Steve Mapes, Associate Professor of Student Services, reviewed the Student Profile Data Report for Fall 2014. Dual enrollment is impacting what MCCC's typical student profile looks like. Part-time enrollment and transfer degree student enrollment is slightly higher. This could be partially due to Dual enrolled students being counted as transfer students until they graduate from high school. Key student groups look consistent. Under 21 students make up 53 percent of our student population. Ninety-five percent of our decline was in the nontraditional student population which may be from increased efforts to identify Pell Runners. Dual enrollment represent 14 percent of total enrollment now. Downriver enrollment is down 18 percent. There are 51 Veterans enrolled who are receiving benefits which is slightly down from last year. This may be attributed to the VRAP program expiring.
- C. 3. a. (4) 10. Thank you note from Joe and Maegan Verkennes and Mary Tansy for flowers sent at the death of Joe's father-in-law, Mike Tansey (enclosure)
- C. 3. a. (5) 11. Thank you note from Denice Lewis and family for the sympathy and support given at the death of her father, Vernon Calvin (enclosure)
- C. 3. a. (6) 12. Note of appreciation from Jack Burns for the Board's continued support to the faculty and staff in providing opportunities to attend professional conferences. He especially noted his attendance to the Michigan Association of Physical Plant Administrators (MiAPPA) conference (enclosure)
- C. 3. a. (7) 13. Thank you note from the Vice President of Administration, Suzanne Wetzel, for the resolution recognizing her service as Executive Director of the Foundation (enclosure)
- C. 3. a. (8) 14. Thank you note from Maxine Zawodny for the remembrance of her husband, Kenneth Zawodny (enclosure)
- C. 3. b. (1) 15. Dr. Quartey presented the President's report on the following: written reports to Trustees each week; community meetings regarding the millage; the Whitman Center Advisory Committee Group; He will chair the 2015 March of Dimes March for Babies Campaign; attended a tree planting ceremony honoring the college's 50th anniversary; made remarks at a Solid Works User Group meeting; attended the ACCT Congress in Chicago; taped an "Education Matters" episode featuring the millage; the MCCA Board of Director's meeting in Harrison, Michigan; ongoing "Conversations with the Community" held at several county library branches; and spoke about the final push for the millage and volunteer opportunities.

The President acknowledged the following groups and individuals for endorsing the millage; Monroe County Republican Party, the Monroe County Democratic Party, Senator Carl Levin, Senator Debbie Stabenow, Congressman Tim Walberg, Judge

Joe Costello, the Monroe County Community College Faculty Association, the AFL-CIO, the Monroe County Intermediate School District, the Monroe School District, the Ida School District, the Monroe County Business Development Corporation, Trustees Bill Bacarella, Joe Bellino, Bill Braunlich, Jim DeVries, Marge Kreps, Linda Lauer, and Mary Kay Thayer and Board of Trustee candidates Ignazio Cuccia, Lynnette Dowler, Jack Schwab, and Barbara Verran.

Dr. Quartey noted that Cuisine 1300 opened today

- C. 3. b. (2) 16. Vice President Wetzel and Jack Burns gave a presentation on performance contracting. Monroe County Community College is requesting qualifications pertaining to an energy savings and facilities improvement program from interested qualified energy services companies (ESCOs). Capital improvements are designed to reduce energy and operation related costs in facilitates and infrastructure, such that cost savings are applied to annual payments for improvements. Ameresco will guarantee a minimum cost savings and pay the difference if their calculations are inaccurate
- C. 3. b. (3) 17. Joe Verkennes, reported that “I got my start at MCCC” is this year’s marketing theme. The objective of the ads is to develop a campaign that creates an awareness of Monroe County Community College’s key strengths and to maximize the impact of MCCC’s marketing dollars which have been significantly cut back over the last several years. Verkennes presented a PowerPoint that highlighted the seven ads that have been completed so far. The goal of the campaign is to help stabilize declining enrollment and continue to improve our already effective public relations and branding activities. The strategy is to utilize the success stories of graduates to increase visibility outside of Monroe County. The ads have been getting good spots on prime time television as print presence in the Bedford Press Toledo Blade and Toledo Campus Connection. The new ads are also featured on four billboards throughout the County. The ads are economical, \$5000 for everything combined, with most working having taken place in-house.
- C. 3. b. (4) 18. Josh Myers reported out on the last meeting of The Foundation. Elections took place. The slate of nominees was the same slate as last year;

Michael R. Meyer – Chair of the Board of Directors

Dr. Ronald Campbell – First Vice Chair

Dr. Kojo Quartey – Second Vice Chair

Rosemarie Walker – Secretary

Victor S. Bellestri – Treasurer

Paul Knollman, a guest at the Foundation meeting, gave a brief update on the “Community Crush,” which was a great success. About 50 people attended this new event. Cuisine 1300 opened today and we have tables available. People who have prospective donors should contact Mr. Myers and he will arrange for a meeting in Cuisine 1300. The Title III Grant Extension was approved. This grant provides the core operational funds for The Foundation office. Had the extension not been granted, The Foundation would have lost most its staff. Josh Myers, Ramona Fisher, Bill Braunlich, Michael Meyer, and Dr. Quartey will be attending the Council for Resource Development (CRD) Conference November 6 through 8. While there, the group will receive resource development training and have opportunities to network with cohorts from across the country. They will report on the conference at the November Board of Trustees meeting.

- C. 3. b. (5) 19. Vice President Grace Yackee gave a brief report of the non-credit student profile: lifelong learning, the business and industry institute, and any contract training the college provides. The results are reflective demographically of our credit programs. When comparing in-county vs. other areas, the numbers are very similar to MCCC credit class numbers; in-county students for noncredit classes are at 76 percent vs 84 percent credit, out-of-state is 5 percent vs. 4 percent, and out-of-county is 19 percent vs. 12 percent.

Headcount by age is slightly different than that for credit classes with workforce and senior aged students making up most of the population. Top cities of recruitment are the same as for credit classes, Monroe, Temperance,

and Newport. Enrollment for non-credit courses is usually reported in the winter because the enrollment does not come in until closer to the end of the year in November and December, whereas credit enrollment is finalized by October. A full report on enrollment will be forthcoming; however, at this point, enrollment for the 2012/13-2013/14 is similar to credit enrollment, down 11 percent and contact hours are down 19 percent. Enrollment for Lifelong Learning, business and industry, and contract training are in the traditional areas of safety, skilled trades, wellness and health, and computer hardware/software.

- C. 3. b. (6) 20. In November, the college will begin an all-county “Listening Tour” in which the public will be invited to participate in conversations about the perceptions and expectations of the college. They will take place at library branches around the county. Trustees are encouraged to attend.
- C. 4. b. (1) 21. Reports on the ACCT Annual Congress October 22-26 in Chicago were presented by Chair Bacarella, Trustee Thayer, and Dr. Quartey. Chair Bacarella, Trustee DeVries and Dr. Quartey collaborated on a presentation called *Keeping the Word “Community” in Community College by Engaging Your Community*. Trustee Chair Bacarella thanked all those who participated in the Congress. MCCC’s team participated in five sessions in which they delivered several presentations. Trustee Bacarella congratulated the group on their success. Mrs. Thayer noted that there was standing room only at the “*Keeping the Word “Community”*” presentation and gave high accolades to President Quartey and Chair Bacarella for their hard work at the ACCT conference. Dr. DeVries remarked that the conference was very productive for the team. Dr. Quartey added that many colleges are taking the word “Community” out of their names, “Our argument was to keep it in.”

Trustee Thayer talked about effective presidential evaluations and board self-assessment and noted that board members assess themselves not each other when conducting self-assessment.

In a pre-conference session, Chair Bacarella and President Quartey participated in a panel discussion on Board/Presidential relations. Panelists talked about their working relationships and the strategies they used to keep those relationships working well.

Mrs. Thayer and Dr. Quartey reported on the MCCA BOD meeting. Topics included the Workforce Assessment Act, the impact of compliance with minimum wage, and baccalaureate degrees at two year colleges. The Board also discussed Centers of Excellence and student success. Mrs. Thayer remarked that MCCC is doing a great job in the area of student success.

- C. 4. b. (2). 22. Upcoming events were noted.
23. *It was moved by Mrs. Thayer and seconded by Dr. DeVries that the meeting be adjourned*

The meeting was adjourned by Chair Bacarella at 8:50 p.m.

Respectfully submitted,

William J. Bacarella Jr.
Chair

Linda S. Lauer
Secretary

prd

These minutes were approved with corrections at the November 17, 2014 Board of Trustees meeting.