

MINUTES OF THE FIVE HUNDRED FOURTY SIXTH  
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., November 17, 2014

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

Also present: Deborah Beagle, Jack Burns, Peter Coomar, Valerie Culler, Randell Daniels, Jamie DeLeeuw, Brian DeWilde, Mark Hall, Dan Hamman, Joyce Haver, Paul Hedeem, Matt Hehl, Barry Kinsey, Paul Knollman, Denice Lewis, Kim Lindquist, Robert Leski, Vinnie Maltese, Bill McCloskey, Barbara McNamee, Michael Meyer, Josh Myers, Pat Nedry, Kojo Quartey, Dan Shaw, Robert Tarrant, Sally Tarrant, Mariah Tevepaugh (The Agora staff), Jack Thayer, Joe Verkennes, Suzanne Wetzell, Grace Yackee, Penny Dorsey (recording secretary)

1. Chair Bacarella called the meeting to order at 7:00 p.m.
2. *It was moved by Mrs. Thayer and seconded by Mrs. Kreps that the minutes of the regular meeting of September 29, 2014 be approved with corrections.*

The motion carried.

3. Former professor Robert Tarrant addressed the Board. He distributed a letter and supporting materials to the Board of Trustees and Dr. Quartey regarding the costs associated with the new Math Redesign courses. Mr. Tarrant urged them to read the letter and accompanying documents. The college will send a response to Mr. Tarrant after reviewing the documents.

The Board agreed by unanimous consent to move item C. 3. B. (2) Audit Report 2013-14 to the beginning of New Business.

- B. 3. a. (1) 4. *It was moved by Mr. Bellino and seconded by Dr. DeVries that the following resolution of tribute be adopted:*

*WHEREAS, Ms. Linda S. Lauer has served as an elected trustee of Monroe County Community College from 2009-2014, devoting herself to the educational, cultural, social and financial and enhancement of the college, and*

*WHEREAS, she has been a staunch advocate of the college, devoting hundreds of volunteer hours to its advancement, and departs the Board of*

*Trustees with an exceptional record of leadership, service and accomplishment, and*

*WHEREAS, she has provided valuable insight as an alumnus of Monroe County Community College and a local small business owner, and*

*WHEREAS, she has displayed an unwavering commitment to keeping higher education affordable for the citizens of Monroe County, and*

*WHEREAS, she provided leadership to the Board of Trustees by representing its members at various professional development opportunities for community college trustees and sharing her findings, as well as serving on numerous Board committees, and*

*WHEREAS, since January 2013, she has served as secretary of the Board of Trustees, ensuring that all records of Board action are accurately maintained, and*

*WHEREAS, as a passionate champion for athletics, she fostered the development of club sports at Monroe County Community College, and*

*WHEREAS, she spearheaded the creation of the Great Pumpkin Pursuit in 2010, an annual 5K run and walk to raise money for scholarships at MCCC, which led to the endowment of a scholarship in memory of Marilyn Schroeder, a well-known physical therapist in Monroe County for more than 20 years, and*

*WHEREAS, she has represented the college with dignity and professionalism, promoting the ideals of higher education and the mission of Monroe County Community College, and*

*WHEREAS, Monroe County Community College has benefited greatly from her devoted service.*

*THEREFORE, BE IT RESOLVED, that the citizens of the Community College District of Monroe County, Michigan, and the students, faculty, staff and administration of the college commend Linda S. Lauer for services she has rendered to the district from January 1, 2009 to December 31, 2014, and*

*THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for her continued success, wellbeing and happiness on this Monday, November 17, 2014.*

The motion carried.

- B. 3. a. (2) 5. *It was moved by Mrs. Thayer and seconded by Mrs. Kreps that the following resolution of commendation for Keith Gerweck be adopted:*

*WHEREAS, Mr. Keith Gerweck, has decided to retire from his position as General Maintenance Worker with Monroe County Community College, effective November 30, 2014, and*

*WHEREAS, for 25 years, he has been considered an outstanding employee who has helped to foster an excellent maintenance program at the College, and*

*WHEREAS, he has maintained buildings and grounds with a variety of licenses and certifications that have been invaluable to the upkeep and operations of the College, and*

*WHEREAS, he has served as a mentor, role model and trainer for his co-workers and has helped to foster a high level of professionalism within the department, and*

*WHEREAS, he has continually demonstrated his commitment to the College mission and dedication to our faculty, staff, and students both on- and off-campus by serving on numerous committees and task forces including the Campus Development and Staff Development Committees.*

*THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Mr. Keith Gerweck for his dedicated service and contributions to the college, our students, and the community, and*

*THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for his continued success, wellbeing, and happiness on this Monday, November 17, 2014.*

The motion carried.

- B. 3. a. (3) 6. *It was moved by Mr. Braunlich and seconded by Mrs. Thayer that the following resolution of commendation for Judy VanDaele be adopted:*

*WHEREAS, Mrs. Judy L. VanDaele, has decided to retire from her position as coordinator of advancement research and prospect management, effective December 31, 2014, and*

*WHEREAS, she has been an outstanding member of Monroe County Community College for more than eight years, serving as administrative assistant for room reservations beginning in May 2006 before being promoted in October 2010, and*

*WHEREAS, she has elevated the college's fundraising abilities through her research and data analysis; enhancement of the MCCC data management system; implementation of the Major Donors Module in the data management system; and coordination with other departments to better manage MCCC's contact information college-wide, and*

*WHEREAS, she led the college's transition from a paper-based room reservation system to an electronic management system using e-mail and online forms, resulting in quicker turnaround time and better customer service to community members, employees and students who wish to use MCCC's facilities for meetings and other events, and*

*WHEREAS, she brought with her to Monroe County Community College 22 years of valuable experience in the field of education and countless community connections through various administrative support positions she held at Jefferson Public Schools, 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, 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 Judy L. VanDaele 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, November 17, 2014.*

The motion carried.

- B. 3. a. (4) 7. *It was moved by Mrs. Thayer and seconded by Mr. Braunlich that the Board authorizes the President to execute contracts for the following faculty members:*

*Felice Moorman, Assistant Professor of Early Childhood Development  
Continuing Faculty Contract  
Effective January 5, 2015*

*Parnella Baul, Assistant Professor of Accounting  
Third-year Probationary Contract  
Effective January 5, 2015*

*Dr. Philip Wahr, Associate Professor of Biology  
Third-year Probationary Contract  
Effective January 5, 2015.*

The motion carried.

- C. 3. a. (1) 8. Dr. Quartey reported on the following staff retirements:

Staff Retirements

Judy VanDaele, Coordinator of Advancement Research and Prospect Management, effective December 31, 2014

Connie Zarb, Administrative Assistant to The Foundation/Marketing Communications, effective February 27, 2015

- C. 3. a. (2) 9. The Board received the Statement of General Fund Revenues and Expenses for the period ending October 31, 2014.

Deborah Beagle, Director of Financial Services, reported that tuition and fee revenue is down \$600,000 compared to last year at this time. As reported previously, Fall tuition was about 4.8% under budget. Tuition revenue for the Winter term is \$265,000 less than last year at this time. The College received the first payment from the State of Michigan for this fiscal year. To date, the College has paid about \$50,000 to the county for property tax adjustments by the Michigan Tax Tribunal and local review boards. Also, the City of Milan had not made any property tax distributions to the college as of October 31st. The increase in expenses for the period ending October 31, 2014 compared to last year is due to wages and salaries.

- C. 3. b. (1)10. Joe Verkennes presented the MCCC 2014 Annual Report which covers July 1, 2013 through July 30, 2014. The theme of the report is “Honoring the Past and Focusing on the Future.” The report includes a timeline of college events since 1964. There will be a mailing of 850 reports to donors who have given \$100 or more. Elected officials, state politicians, and all students and employees will also receive a report in the mail. The complete report can be viewed at <http://www.monroecc.edu/annualreport/>.

- C. 3. b. (2) 11. Dr. Quartey presented the President’s report on the following: written reports submitted to Trustees every other week; MCCC continues to offer the Diversity and Current affair series to the college and community. Recent discussions include “Ferguson and Beyond,” “The Ebola Crisis,” “The NFL and Violence Against Women,” as well as the following events to honor Native American Heritage Month, a panel discussion on the challenges facing Native Americans and a presentation by Chief Billy Friend of the Wyandotte nation in Oklahoma. Dr. Quartey, Trustee Bacarella, Trustee DeVries, Trustee Thayer and several MCCC administrators attended the ACCT Leadership

Congress October 22-26 in Chicago. While in Chicago, he addressed about 50 high school students via “ZOOM” while the students were participating in X-Tech at MCCC. Dr. Quartey also addressed groups of senior high school students from Mason and Orchard High Schools. He met with Steve McNew from Monroe County Intermediate School District and Tim Lake of the Business Development Corporation to discuss how to take Career Technical Education (CTE) to the next level. The President toured Fisher Tool and Die in Bedford and visited Midway Products with Monroe Bank and Trust President-CEO, Doug Chaffin. November 6-8, Dr. Quartey attended Council for Resource Development Conference in Washington DC along with Trustee Braunlich, Mike Myer, Josh Myers, and Ramona Fisher. The team learned about fundraising. Chief Billy Friend addressed the campus and community last week. The President conducted post millage interviews with the Agora and the Toledo Blade. Vice President Daniels also noted that Dr. Joyce Haver along with the Admissions Counselors spearheaded another successful College Night.

- C. 3. b. (3) 12. Matt Hehl of Cooley, Hehl, Wolgamuth and Carlton, PLLC, gave a detailed report on the 2013-14 Audit. The complete report can be viewed at <http://www.monroecc.edu/finance/2013-2014%20Audit.pdf>.
- C. 3. b. (4) 13. Dr. Quartey acknowledged the many people who worked hard behind the scenes on the millage. He gave special thanks to Julie Edwards for heading the volunteer committee. He thanked those who canvassed door-to-door and business-to-businesses, handed out literature at high school football games, and various other community gatherings. The President recognized Brian DeWilde for his volunteer work and generous contribution of millage literature. Volunteers also placed millage signs throughout the county. He noted that MCCC did win the city of Monroe, most of the precincts in Frenchtown and many in Monroe Township. Dr. Quartey stated that there is still hope and that the people of Monroe still believe in the college, they understand the value of this institution. He thanked the Trustees for taking the millage message to the public and thanked everybody who helped with the campaign.
- C. 4. b. (1) 14. Trustee Braunlich reported on the November 6-8 Council for Resource Development (CRD) Conference. The CRD is the international umbrella organization for community college fundraisers. They hold an annual conference in Washington DC. The Foundation at MCCC has participated in the CRD conference since The Foundation was created. A large part of the conference is information sharing and they bring in speakers who provide inspiration, motivation and new ideas. If one looks at the annual philanthropic pie of money that’s donated throughout America through the whole spectrum of organizations, one might guess that most of the money comes from corporations, businesses and foundations. In actuality, 92 percent of that money is donated by individuals. Because of this, one of CRDs themes was

“connecting yourself with the wealth of your community;” to the individuals, not only the corporations and foundations. When the Board of Trustees decides to raise tuition, The Foundation needs to solicit more scholarships to help students with tuition. The CRD helps foundations with this process. Dr. Quartey relayed information about an institution in Texas whose foundation members must make 22 major corporate visits per month to get two major gifts. This is the direction that MCCC is going to have to go. MCCC needs to do more fundraising. Josh Myers relayed that The Foundation is making a transition and leaning to grow in new ways. He thanked the trustees for the opportunity to go to the CRD conference, which was very beneficial to the team. Mr. Myers also presented at the conference and received high compliments for his presentation. His session was titled “Integrating Faculty in Your Fundraising.” Trustee Braunlich congratulated him on a job well-done. Sue Wetzel noted that the conference funding came from Title III funding.

- C. 4. b. (2) 15. Chair Bacarella appointed the following people to the Nomination Committee for Board Officers,

James E. DeVries  
Marjorie A. Kreps  
William J. Bacarella, Jr.

- C. 4. b. (3) 16. Mr. Braunlich reported on the work of the Presidential Evaluation Committee. He presented a draft of the proposed new Presidential Evaluation instrument. The new instrument has more points than the previous instrument and better fits what the President does.

*It was moved by Dr. DeVries and seconded by Mr. Bellino that the proposed Presidential Evaluation tool be adopted as presented.*

The Presidential Evaluation Committee will stay in place and set-up a timetable to conduct Dr. Quartey’s evaluation. Individual evaluations are to be submitted to the committee by December 3. The committee will summarize the data and meet with Dr. Quartey to go over the results by December 8. There will be a Special Board meeting to complete the evaluation of the President on Monday, December 15, at 5:00 p.m. This will be an open meeting, although Dr. Quartey has the right to request a closed session.

The motion carried.

- C. 4. b. (4) 17. Chair Bacarella appointed the following people to the Board Self-evaluation Committee:

Mary Kay Thayer  
William H. Braunlich  
Marjorie A. Kreps

- C. 4. b. (5) 18. Mr. Braunlich gave notice of a proposed amendment to the Board of Trustees By-laws. The amendment would remove term limits for Board of Trustees officers. Per the current by-laws, notice must be given before the amendment is presented to the Board for voting.
- C. 4. b. (6). 19. Chair Bacarella noted the upcoming events.
20. *It was moved by Mrs. Thayer and seconded by Dr. DeVries that the meeting be adjourned.*

The motion carried.

The meeting adjourned at 8:43 p.m.

Respectfully submitted,

William J. Bacarella Jr.  
Chair

Linda S. Lauer  
Secretary

prd

These minutes were approved at the January 26, 2015 Board of Trustees meeting.