

MINUTES OF THE FIVE HUNDRED FORTY-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., September 29, 2014

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

Members absent: Marjorie A. Kreps

Also present: Deborah Beagle, Jack Burns, Peter Coomar, Valerie Culler, Randell Daniels, Jamie DeLeeuw, Jean Ford, Mark Hall, Dan Hamman, Demi Heiks, Barry Kinsey, Paul Knollman, Denice Lewis, Kim Lindquist, Vinnie Maltese, Bill McCloskey, Molly McCutchan, Barbara McNamee, Mike Meyer, Josh Myers, Kojo Quartey, Jim Ross, Mariah Tevepaugh (The Agora staff), Joe Verkennes, Tracy Vogt, Suzanne Wetzel, and Grace Yackee, Penny Dorcey (recording secretary),

1. Chair Bacarella called the meeting to order at 7:00 p.m.

B. 3. a. (1) 2. *It was moved by Mrs. Thayer and seconded by Mr. Braunlich that the minutes of the regular meeting of June 23, 2014, and the special minutes of the July 9, August 7, and August 28 meetings be approved as presented.*

The motion carried.

B. 3. a. (2) 3. *It was moved by Dr. DeVries and seconded by Mrs. Thayer that the Board authorizes the President to execute a contract for the following faculty member:*

Deminique Heiks  
First-year Probationary Contract  
Effective August 25, 2014

The motion carried.

B. 3. a. (3) 4. *It was moved by Mr. Braunlich and seconded by Mrs. Thayer that the Monroe County Community College Board of Trustees certifies that Monroe County Community College not only meets but exceeds the best practice standards required by Section 230 of Michigan Public Act 196 of 2014, the education omnibus appropriations act for fiscal year 2015, as the attached table demonstrates.*

The motion carried.

B. 3. a. (4) 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. (5) 6. *It was moved by Mr. Braunlich and seconded by Dr. DeVries that the attached resolution authorizing issuance of 2014 Tax Anticipation Notes on behalf of Monroe County Community College be adopted.*

The motion carried.

B. 3. a. (6) 7. *It was moved by Mrs. Thayer and seconded by Ms. Lauer that the following resolution proclaiming October, United Way Month be adopted:*

*WHEREAS, the United Way of Monroe County is entering its 2014-2015 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 Monroe County.*

*THEREFORE, BE IT RESOLVED by the Monroe County Community College Board of Trustees, that the College employees be encouraged to participate in the 2014-2015 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 2014 '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 29, 2014.*

The motion carried.

- B. 3. a. (7) 8. *It was moved by Mrs. Thayer and seconded by Mr. Bellino that Policy 2.01, Organizational Chart, be revised as presented.*

The motion carried.

- B. 3. a. (8) 9. *It was moved by Mrs. Thayer and seconded by Mr. Bellino that the following resolution of commendation previously adopted by The Foundation at Monroe County Community College for Mrs. Suzanne M. Wetzel be jointly adopted by the MCCC Board of Trustees:*

*WHEREAS, Mrs. Suzanne M. Wetzel served as a principal driving force in the creation of The Foundation at Monroe County Community College, serving as its first Executive Director for sixteen years, and*

*WHEREAS, through her vision for what The Foundation is and can be, her passion for the institution, and the high caliber leadership she exhibits, she has led The Foundation from its infancy into a thriving organization that truly has lived up to its vision of being "the premier philanthropic organization for improving the educational and cultural quality of life for citizens of Monroe County," and*

*WHEREAS, she was instrumental in dramatically expanding the community's awareness of Monroe County Community College as one of the foremost philanthropic choices in the Monroe community, and*

*WHEREAS, over her tenure as executive director, The Foundation has raised in excess of \$11 million dollars in private gifts from over 6,000 donors and secured over \$8.5 million in grants, including a \$1.7 million Title III grant to dramatically enhance the capacity of The Foundation, and*

*WHEREAS, she led The Foundation through two major capital campaigns resulting in the construction of the La-Z-Boy Center and Career Technical Center, and the establishment of the Cultural Enrichment Endowment and forty-six endowed scholarships, and*

*WHEREAS, under her leadership nearly \$35 million has been generated when totaling all donations, grants, and funds leveraged through matching gifts, much of which would never have materialized for the College without her and The Foundation's tireless efforts, and*

*WHEREAS, The Foundation has developed an impeccable reputation and established resolute trust with the community, students, donors, alumni and the campus community in large part due to her high character and integrity, and*

*WHEREAS, she has left her indelible mark not only on The Foundation, but has equally had a profound and lasting impact on the entire College, and*

*WHEREAS, she has represented The Foundation with dignity and professionalism, serving as a champion for the mission of Monroe County Community College and The Foundation at Monroe County Community College, and*

*WHEREAS, The Foundation has benefited greatly from her unselfish, devoted and extraordinarily capable services.*

*THEREFORE, BE IT RESOLVED, that the Monroe County Community College Board of Trustees and The Foundation at Monroe County Community College Board of Directors jointly commend Mrs. Suzanne M. Wetzel for services she has rendered to The Foundation as its first executive director, and*

*THAT IT BE FURTHER RESOLVED, that the Board of Trustees and Board of Directors hereby bestows upon Mrs. Suzanne M. Wetzel the title of Executive Director Emeritus in recognition of her distinguished service to The Foundation at MCCC, and*

*THAT IT BE FURTHER RESOLVED, that the Board of Trustees and Board of Directors expresses its very best wishes for her continued success, wellbeing, and happiness on this Monday, September 29, 2014.”*

Mr. Michael Meyer, Chair of The Foundation, remarked that this was a joint resolution between The Foundation Board and Board of Trustees honoring Sue who was instrumental in the establishment of The Foundation and its huge success. Sue will continue to be an instrumental part of the Foundation. It has been an honor and a treat to work with her.

The motion carried.

- C. 2. a. (1) 10. A note of appreciation was received from Larry Wilson for the memorial contribution given in memory of his wife, Florence (enclosure)
- C. 2. a. (2) 11. A note of thanks was received from Rachel Imes for receiving the Education Plus Credit Union Scholarship (enclosure)
- C. 2. a. (3) 12. A note of thanks was received from Cassondra Kiley for receiving the Performing Music Scholarship (enclosure)
- C. 2. a. (4) 13. A note of thanks was received from Hollie Fleming for receiving the Presidential Scholarship (enclosure)
- C. 2. a. (5) 14. A letter of congratulations was received from Tim Walberg on Monroe County Community College's 50<sup>th</sup> anniversary (enclosure)
- C. 2. a. (6) 15. A note of appreciation was received from Audrey Warrick for the memorial contribution given in memory of her husband, Bert Warrick (enclosure)
- C. 2. a. (7) 16. A note of appreciation was received from Dione Oerther, Executive Director, on behalf of the Miss Monroe County Scholarship Program Board of Directors and the 2014 Miss Monroe County contestants, for the support of the 53<sup>rd</sup> Annual Miss Monroe County Scholarship Pageant held August 16, 2014 in the La-Z-Boy Center and Meyer Theater (enclosure)
- C. 2. a. (8) 17. A Letter of Endorsement was received from Dr. Stephen McNew of the I.S.D. in support of the millage (Quartey)
- C. 3. a. (1) 18. President Quartey reported on the following staff appointments and resignations

Staff Appointments:

Douglas Richter, Graphic Designer, effective July 14, 2014

Paul LaRoy, Maintenance Trainee – Power Systems Operator, effective August 4, 2014

Deminique Heiks, Criminal Justice Instructor, effective August 25, 2014

Sarah Briggs, Financial Aid Assistant, effective September 24, 2014

Resignations:

Benjamin Andries, Information Systems Technician, effective August 22, 2014

Ryan Rafko, Financial Aid Assistant, effective September 5, 2014

- C. 3. a. (2) 19. The Board received the Statement of General Fund Revenues and Expenses for the period ending August 31, 2014. Deborah Beagle, Director of Financial Services, reported that tuition and fees revenue for the fall 2014 semester is down 9 percent when compared to tuition and fees revenue for the fall 2013 semester. Tuition and fees revenues were budgeted to be down 5 percent this year as compared to last year. It was reported that as of September 29, this translates into approximately a \$180,000 shortfall in tuition and fee revenue.

Expenses for the period ending August 31, 2014 are down slightly when compared to August 31, 2013 due in part to the timing of the faculty's first pay falling on September 5 and not in the month of August. This will balance out over the fiscal year.

The auditors arrived on campus on August 28. They have completed their on-site work for The Foundation audit and are currently completing work on the College's audit. The auditors from Plante Moran arrived today to begin the federal programs audit.

- C. 3. a. (3) 20. A note of thanks was received from Tina and Dave Pillarelli for flowers sent at the birth of their son, Max Pillarelli

- C. 3. a. (4) 21. A note of appreciation was received from Deb Beagle for the memorial contribution given in memory of her mother, Joann Young

- C. 3. b. (1) 22. President Quartey highlighted a few items from his last two reports To the Board. President Quartey will serve as the chair of March for Babies during the 2015 campaign.

In August, the President collaborated with Tim Lake of the Monroe County Business Development Corporation (BDC), and Steve McNew from the Monroe County Intermediate School District (MCISD), to deliver a presentation at the Michigan Economic Development Association (MEDA) conference at Boyne Mountain. Michelle Dugan from Monroe County Chamber of Commerce requested the same presentation at last week's Business Summit held in the MCCC Meyer Theater. The presentation was very well received and showed the value of collaboration among the college, the ISD and industry.

President Quartey has held several *Conversations with the President* with both students and employees regarding the millage and voter registration. He participated in an "Ice Bucket Challenge" and other activities at the Student Government *Welcome Back Barbeque*.

The President and Vice President Yackee met with Faculty Union representatives regarding a grievance and were able to resolve the issue without going to arbitration.

President Quartey, Vice President Wetzel, Chair Bacarella, and Vice Chair Braunlich met with Lonnie Pepler-Moyer, Deb Saul, and Danielle Portteus of the Monroe Evening News to get their support for the millage. The President has also spoken with several churches, the Kiwanis of Downtown Monroe, Leadership Monroe, and Bedford Senior Center to gain support for the millage. All feedback has been positive.

In September, President Quartey, Dean Coomar and other college representatives met with Lawrence Tech University (LTU) President and administrators on strengthening the MCCC/LTU relationship. He also met with the president of the American Welding Society, Dean Wilson, and made remarks at a presentation given in the Career Technology Center.

The President is participating in Leadership Monroe this year from September through December. He recently participated in a fundraiser for Habitat for Humanity. Last Monday, he met with the Monroe Democratic Party to seek their endorsement for the millage. He meets with the Monroe Republican Party next Monday to secure their endorsement.

On September 17, President Quartey, Jack Burns, and Suzanne Wetzel testified to the Capital Outlay Sub-committee in Lansing to ask for funds to renovate the East and West Technology buildings. Senate Majority Leader Randy Richardville was in attendance to support Monroe County Community College. The President also

attended the MCCA Student Success Summit with Randy Daniels, Mark Hall, and Cheryl Kehrer.

- C. 3. b. (2) 23 Randy Daniels explained that the Student Success Summit is a Michigan network coordinated by the MCCA, and includes support from the Kresge Foundation. Topics included the “Completion Agenda” and “Student Pathways”. Randy now sits on the advisory committee of the Michigan Center for Student Success.

The Whitman Center is active and open. During June and July, Randy Daniels and Mark Hall held 56 appointments, gave 54 COMPASS tests, and handled 92 walk-ins. The center was only open in Tuesdays and Thursdays during the summer. Administrators covering the fall semester are Randy Daniels on Mondays, Thursdays, and Fridays; Barry Kinsey on Tuesdays, and Mark Hall on Wednesdays.

- C. 3. b. (3) 24. Mark Hall, Director of Admissions, gave an update on fall enrollment. Student headcount is down 7.8 percent. Enrollment of students 21 and under is doing well. Part-time student numbers are increasing. High school enrollment is consistent with last year. Bedford High School is our biggest challenge. Online enrollment has increased by about 60 students, but retention is still an issue. MCCC has a retention task force headed by Mark Hall and Randy Daniels. Dual enrollment continues to grow and the numbers are at about 500 students. The veteran population has increased slightly. There is a veteran meeting coming up in about two weeks.

Monroe High School “Direct College” is a new initiative. There have been some challenges; however, Julie Billmaier has been very diligent at seamlessly resolving any issues with the new program. Dual enrolled student numbers have increased by about 80. That equates to around a 40-50 student gain. Vice President Yackee commended Dean Knollman, Dean Hedeem, and Dean Maltese for securing instructors for “Direct College” classes. The Direct college team will be debriefing next week and will report out to the Board in October. Students must pass the COMPASS test, and meet all entry qualifications to enroll in “Direct College.”

- C. 3. b. (4) 25. Vice President of Instruction, Grace Yackee announced that an HLC team will visit the campus on October 19-20, 2015. MCCC had a full accreditation review in 2009 and a focused visit in 2013. A check in visit is scheduled for 2015. MCCC is now in the “Pathway” system. We were placed in the “Standard Pathway”, which requires a comprehensive review in the 4<sup>th</sup> year of the accreditation cycle. Because the College had a recent visit at the time we were placed on the “Standard Pathway”, the HLC scheduled a review in the 6<sup>th</sup> rather than 4<sup>th</sup> year of the accreditation cycle. All 5 Criterion for Accreditation must be met. A HLC reaffirmation of accreditation visit is scheduled for 2019-2020. Included in the comprehensive review in October 2015 will be a focus on governance and communications. MCCC’s report is due about six weeks prior to the HLC visit.

Trustee Braunlich suggested the Board appoint a committee to look at self-evaluation instruments. He noted that Washtenaw Community College had policy and procedures for Board and presidential relations that could be used as a reference.

President Quartey and the three Board members attending the Association of Community College Trustees (ACCT) Leadership Congress in October, will acquire some instruments from ACCT next month and bring them back to the next Board meeting.

- C. 3. b. (5) 26. Josh Myers gave the Final CTC Capital Campaign report. MCCC received annual appropriations from the state of \$4.5 million on top of their gift. DTE Energy, La-Z-Boy, FEDCO, Michigan Gas and Utilities, Knabusch Trust, and Monroe Bank & Trust, are among the CTC major donors. The campaign reached 91 percent of its goal. This shortfall is due to the economy and other unforeseen circumstances that took place while running the capital campaign. Dialogue continues with about half a dozen donors who have the capacity to make major donations to the campaign. The college has increased its donor base with new donors and has established new partnerships. Contributions are coming in at record levels and individuals on campus are bringing in new donors. Josh gave an “extreme amount of credit” to Doug Chaffin, President and C.E.O. of Monroe Bank and Trust, for bringing many donors into the campaign. The college is grateful and indebted to him.
- C. 3. b. (6) 27. Josh Myers reported on the August 2014 meeting of The Foundation. Michael Meyer introduced Josh Myers as the new Executive Director of the Foundation. IN April,

Eric Slough resigned his position as coordinator of Grants and Major Gifts. Barbara Harrington tendered her resignation from the Board citing a scheduling conflict. Suzanne Wetzel submitted a Title III No Cost Extension request at the beginning of July. The extension was granted and will allow Foundation staffing to continue for a 6<sup>th</sup> year. The Council for Resource Development (CRD) Conference is scheduled for November 6-8, 2014 in Washington D.C. President Quartey, Josh Myers and Ramona Fisher will attend. Joe Verkennes has printed new millage brochures and post cards. Individuals can contact Josh Myers or Joe Verkennes to get supplies. A post card will be mailed to every absentee voter in the county. The scholarship committee has \$100,000 to award each year for 46 endowed scholarships. Chair, Mike Meyer appointed a nominating committee and officers will be elected at the next meeting. The Foundation hosted a wine and cheese event to inform members about the millage. Doug Chaffin is still working with The Foundation on an additional monetary donation that should be coming soon.

Paul Knollman, Dean of Business, reported on the “*First Annual Community Crush*” held Sunday September 14th at MCCC. Individuals with small or micro- vineyards were encouraged to bring their grapes to have them processed through the college’s crusher/de-stemmer machine producing MUST. Once grapes are de-stemmed and crushed, a liquid (the must) is left behind that includes the grape skin. The grape skin settles to the bottom of the container and the liquid can be further processed to make grape juice or made into wine. Fifteen to 20 citizens brought grapes to crush. Club Culinaire grilled and sold hamburgers & hotdogs as a fundraiser. Dr. Quartey and Trustee, Marge Kreps both attended the event.

- C. 4. b. (1) 28. Mary Kay Thayer gave a brief update on the MCCA Summer Conference. Narcisa Polonio presented on *The Life Cycle of a Trustee and Board Legacy*, as well as *Board-President Relationship and Succession Planning*. Other topics included an update on the future of education, a panel discussion titled 21<sup>st</sup> Century Commission, which encouraged community colleges to empower trustees and presidents to be the ones to build the nation’s future.

President Quartey noted that at the presidents’ meeting, colleges were encouraged to consider four-year degrees for select programs, such as nursing. In the near future, associate nurses will be required to earn their baccalaureate. Individual college boards will make the decision for their institutions, but none are compelled to move in this direction.

- C. 4. b. (2) 29. Upcoming events were noted.
30. *It was moved by Mrs. Thayer and seconded by Dr. DeVries that the meeting be adjourned.*

The motion carried, and the meeting was adjourned at 8:51 pm

Respectfully submitted,

William J. Bacarella Jr.  
Chair

Linda Lauer  
Secretary

prd

These minutes were approved at the October 27, 2014 Board of Trustees meeting.