

MINUTES OF THE FIVE HUNDRED FIFTY-FOURTH MEETING
OF THE BOARD OF TRUSTEES
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

Board of Trustees Room Z-203
La-Z-Boy Center
6:00 p.m., October 26, 2015

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

Members absent: None

Also present: Jack Burns, Jamie DeLeeuw, Rachel Eagle, Jean Ford, Mark Hall, Barry Kinsey, Eugene Kutz
(The Agora Staff), Paul Knollman, Bill LaVoy, Brian Lay, Denice Lewis, Vinnie Maltese, Barbara
McNamee, Josh Myers, Jim Ross, Kojo Quartey, Joe Verkennes, Tracy Vogt, Sue Wetzel, Wendy Wysocki,
Grace Yackee, and Penny Dorcey (recording secretary)

1. Chair Bellino called the meeting to order at 6:00 p.m.
2. *It was moved by Mrs. Thayer and supported by Mrs. Kreps that the minutes of the regular meeting of September 28, 2015, be approved as presented.*

The motion carried.

3. There were no delegations present.

B. 2. a. (1) 4. *The Board agreed that from this time forward, items listed on the consent agenda will appear under the heading "Consent Agenda." This clarifies for the public, which items are consent agenda items and which items are pulled from the consent agenda for discussion.*

B. 2. a. (2) 5. *The Board authorized the President to execute contracts for the following faculty members:*

*Parnella Baul, Associate Professor of Accounting
Continuing Faculty Contract
Effective January 4, 2016*

*Dr. Philip Wahr, Associate Professor of Biology
Continuing Faculty Contract
Effective January 4, 2016.*

B. 2. a. (3) 6. *The Board approved the Five-Year Capital Outlay Plan as presented.*

B. 2. a. (4) 7. *The Board approved revisions to Policy 3.00, Admissions Policy, as presented.*

B. 2. a. (5) 8. *The Board approved revisions to Policy 6.21, Drug and Alcohol Policy, as presented.*

B. 2. a. (6) 9. *The Board approved 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, 2018

*H. Douglas Chaffin
Ignazio Cuccia
Susan J. Mehregan
Michael R. Meyer
Herbert E. Smith*

It was moved by Dr. DeVries and supported by Mrs. Thayer that the items on the consent agenda (B. 2. a. (1) through B. 2. a. (6)) be approved.

A roll call vote was taken as follows:

Ayes [6] Mrs. Thayer, Mrs. Kreps, Mrs. Dowler, Mr. Braunlich,
Mr. Bellino

Nays [0] None

The motion carried

- C. 3. a. (1) 10. The Board received the Statement of General Fund Revenues and Expenses for the period ending September 30, 2015. Suzanne Wetzel, Vice President of Administration, reported that state funds for the month of October have been received. The College will once again secure a Tax Anticipation Note to assist with cash flow for the months of November, December and January. The funds (\$2 million) will be received on November 9, 2015. The notes will be repaid by the end of March with total interest expected to be approximately \$6,900.
- C. 3. a. (2) 11. Dr. Quartey reported on the following continuing faculty contracts:
- Continuing Faculty Contracts:
Parnella Baul, Associate Professor of Accounting, effective January 4, 2016
- Phillip Wahr, Associate Professor of Biology, effective January 4, 2016
- C. 3. a. (3) 12. Dr. Grace Yackee, Vice President of Instruction, gave an update on Procedure 3.00, Selection of Programs with Selective Admission. The specific procedures for admission to all programs are in the College's Policy and Procedures. The procedure now lists the programs that have selective admission and references how students can get information regarding specific requirements for admission.
- C. 3. a. (4) 13. Dr. Grace Yackee, Vice President of Instruction gave an update on Procedure 3.10, Code of Conduct. Dr. Randy Daniels, Vice President of Student and Information Services, added language to the procedure to ensure compliance with the *Violence Against Women Act*.
- C. 3. b. (1) 14. President Quartey reported that the Higher Learning Commission (HLC) visiting team was on campus last week and the visit went well. The visiting team met with the campus community according to criterion in open forums, and then asked for specific meetings with small groups. The team also met with the Board of Trustees over dinner and held a breakfast meeting with a group of approximately 32 community members. Instead of holding an exit meeting, the team gave a synopsis of their campus activities. They will send their report back to the College by end of the year. The College can accept the report, accept the report with changes, or not accept the report. This report is then submitted to the HLC who can accept it without conditions or accept it with some conditions.

Suzanne Wetzel, Vice President of Administration, explained that the College is still working on obtaining a loan for the HVAC updates. Mrs. Wetzel noted that the College is very close to obtaining a loan. If this strategy does not work, then the College could purchase municipal bonds and sell them. Mrs. Wetzel expects a final answer from the bank group by this Wednesday. Once the College receives the term sheets, it can negotiate some of the fees.

On October 15, 2015, Dr. Quartey delivered a State of the College Address. He clearly communicated to the community that MCCC has some financial challenges. His presentation highlighted pictures of leaking roofs, flooding areas of the Cellar, and conditions in East and West Tech buildings.

President Quartey has been crisscrossing the county, making the case for how valuable the College is to the area. Township Supervisors are eager to help the College. Many individuals throughout the community want to support the institution. The President has also been busy making high school visits and has met with principals from Ida, Dundee, Flat Rock, Monroe, Meadow Montessori, St. Mary, Erie Mason, Ottawa Hills and Waite High Schools in the Toledo area, and Carlson High School. Dr. Quartey also met with Orchard High School's principal who reported that out of a class of 15, eight students are now enrolled in MCCC. This is largely due to their participation in the STEM classes at MCCC last year.

On October 13, 2015, Solid Works met at MCCC. There were 113 participants, the highest number of individuals attending the Solid Works event in MCCC's history. Of the 28 individuals in state who are certified experts, one is an MCCC graduate.

Two weeks ago, MCCC administrators, faculty, staff, students, and community members participated in the Adopt-a-Road. X-Tech takes place tomorrow in the Career Technology Center.

- C. 3. b. (2) 15. Joe Verkennes, Director of Marketing Communications and Chair of Administrator Council (AC), gave an update on Council activities. Members nominated Mr. Verkennes Chair of the Administrator Council at its June 3, 2015 meeting. At the July 29, 2015 meeting, Molly McCutchan, Director of Human Resources, presented an

information item on “Individualized Learning Plans” and informed the Council that Human Resources will be developing a tool to assess linking the plans to staff performance appraisals. The 2015-2016 AC meeting schedule went before the Council as an action item. President Quartey gave an update on the upcoming HLC visit. Mr. Verkennes updated the Council on the College’s presence at the Monroe County Fair and MCCC’s Enrollment Triage efforts. Nick Prush was welcomed as a new member of the Administrator Council.

At the September meeting, Sue Wetzel updated the council on the new time reporting deadlines; Jack Burns updated the group on emergency procedures; and the action item, Strategic Enrollment Plan passed unanimously. Mrs. Wetzel presented an HVAC update. The Marketing Communications Department is expanding its successful “I Got My Start” campaign. The department is also working on updating the College website and its social media plan. At the October meeting, Professor Bill McCloskey presented on the Learning Assessment Committee Proxy Voting form. Lisa Scarpelli presented a request for action on compensation and release time for Council chairs and secretaries. The motion to approve compensation and release time failed. A motion to create a task force to assess compensation and release time for Council chairs and secretaries, and then make a formal recommendation, including details, to the Councils, passed. Dr. Yackee presented an input item on “Study Abroad Task Force and Documents.” Information items included Removal of the Course Numbering System Policy and an Update on the Procedure 3.10, Code of Conduct. Administrator Council meets once a month, with a tentative meeting set for later in the month. Valerie Culler presented an information item on 6.21 Drug and Alcohol Policy Revision at the October 23, 2015 meeting.

- C. 3. b. (3) 16. Wendy Wysocki, Professor of Business and Economics and Chair of Faculty Council gave an update on Council activities. Members elected Professor Wysocki as Council Chair at the May meeting. Faculty Council has held three meetings this semester in which they voted on and passed two actions items, provided input on the Study Abroad Task Force, and heard several information items.

Mrs. Wysocki also presented a Governance Evaluation Committee (GEC) update on behalf of Melissa Grey, Professor of Psychology. The committee elected Professor Grey as chair in August. The GEC has been drafting an update to the College constitution that more accurately reflects the current council model. The final draft of the Shared Governance Handbook is complete, and the GEC has officially replaced the Institutional Governance Committee (IGC) and absorbed its duties. The GEC will continue to accept suggestions for changes to the Council Model and the handbook.

- C. 3. b. (4) 17. Rachel Eagle, Administrative Assistant to the Dean of Humanities and Social Sciences and Chair of Staff Council, gave an update on Council activities. There are 93 members of the Staff Council. The Council elected Mrs. Eagle as chair in August of this year. Since that time, eight proposals have gone through the Council. Staff Council initiated none of them. Staff Council’s goal this year is to make everyone comfortable with Roberts Rules. Members are comfortable participating, but they need some practice at making motions and amendments. There is a two-year term limit for council officers. Staff Council elects a new chair each fall and a new secretary each winter to ensure there is always an experienced individual in an officer role.

Dr. Quartey explained that as part of the shared governance process, the councils and Student Government update the Board at least twice a year. These updates give the Board a chance to hear from the councils to promote improved communication.

- C. 3. b. (5) 18. Josh Myers, Executive Director of The Foundation, reported on the October 13, 2015, meeting of The Foundation Board and presented “The Foundation at MCCC: Who we are, what we do, and what we can do for you.” At the last meeting, the Board met on the stage of the Meyer Theater where Jack Burns, Director of Campus Planning and Facilities, and Casey Watterworth, Theater and Tech Director, gave a presentation on the status of the theater equipment. The Board also approved two fund transfers; the first was to clean and fire-treat the curtains in the Meyer Theater and Band Room, which was funded by the Cultural Enrichment Endowment for \$28,000, and the second was to repaint the back wall in the Meyer Theater. The Board also discussed a report of the ad hoc Special Events Committee meeting. On November 13, Jimmy Bluffet, a Jimmy Buffet tribute band, will be performing in the Meyer Theater. Prior to the concert will be a “Parrot-head,” Pre-party in the Atrium. This event follows the Bacchus Society Fourth Annual “REDS, WHITES AND BLUES” event on November 12.

Mr. Myers shared a PowerPoint presentation, which is an effort to educate employees on the impact of The Foundation on the College. The governing board of the Foundation is

the Board of Trustees. The role of The Foundation Board is advisory and fiduciary in nature. There are up to 40 directors on the Board and four group directors.

Title III major activities include a new marketing plan, planned giving training, wealth screening, a data scrub, ConstantContact software, IUPUI Fundraising School, and Datatel CRM. The recent “Double My Gift” campaign cost \$25 and raised a total of \$32,745 by way of an email and social media campaign. The total endowment is \$351,421.

The Foundation implemented new scholarship software this year. This software optimizes the connection between scholarships and students. Mr. Myers will email links of the first two videos for The Foundation to the Board.

- C. 4. b. (1) 19. Trustee Thayer reported on the ACCT Annual Congress held October 14-17 in San Diego. Topics included a symposium on student success and addressing disparities, opportunities and outcomes. A national priority for addressing disparities, opportunities, and outcomes is that by 2025, 60 percent of students should have obtained at least a credential, certificate, or degree. ACCT leaders stressed the need for all community college campuses to work as a team. One of the things that affects student success is that campuses are hiring more adjuncts who often have less time to engage with their students. A presentation regarding loan default versus degree completion indicated that those who complete their degrees are less likely to default.
- C. 4. b. (2) 20. Trustee Thayer and Dr. Quartey reported on the MCCA Board of Directors meeting held October 22-23 in Port Huron. Dr. Quartey noted the meeting focused on early/middle college. The ISD Superintendents gave a presentation on their activities in those areas. Robert Krueger, from Monroe County Middle College (MCMC), was the only principal representing a middle college and was part of the panel. MCMC is a model for successful middle colleges throughout the state. Mr. Krueger did a great job of presenting. One caveat is direct enrollment; this is what MCCC refers to as direct college. If the courses are transferrable, the College needs to ensure they are open to other individuals outside of the high schools. Another topic of discussion was SB 442 legislation, which will allow “open carry” on campuses.
- Mrs. Thayer noted that one of the themes at both MCCA and ACCT was trustee training. Individuals may go to ACCT.org to download additional information on the 2015 ACCT Congress. Other topics discussed at MCCA were “open carry” on college campuses and the possibility of the restricting the use of video conferencing at meetings.
- C. 4. b. (3) 21. Chair Bellino noted the upcoming events, adding the “Rocking Refugees” benefit concert on November 12, at 8:00 p.m., in the Meyer Theater.
22. *It was moved by Mrs. Thayer and seconded by Dr. DeVries that the meeting be adjourned.*

The motion carried, and the meeting adjourned at 7:14 p.m.

Respectfully submitted,

Joseph N. Bellino Jr.
Chair

James E. DeVries
Secretary

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