

MINUTES OF THE FIVE HUNDRED FIFTY-SECOND
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., June 22, 2015

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

Members absent: Lynette M. Dowler

Also present: Jack Burns, Peter Coomar, Valerie Culler, Randy Daniels, Jamie Deleeuw, Jean Ford, Mark Hall, Dan Hamman, Paul Hedeem, Barry Kinsey, Paul Knollman, Brian Lay, Denice Lewis, Kim Lindquist, Molly McCutchan, Barbara McNamee, Josh Myers, Elizabeth Rae O'Donnell (attorney), Keith Proctor, Joe Verkennes, Vicki Voyantzis, Tracy Vogt, Suzanne Wetzell, Grace Yackee, Penny Dorsey (recording secretary)

1. Chair Bellino called the meeting to order at 7:00 p.m. and asked a moment of silence for the victims and families of the South Carolina shootings.

Public Hearing - Suspend the regular order of business to conduct the public hearing on the 2015-16 budget. The Chair will entertain questions from the audience with regard to the 2015-16 budget material. The millage rate to be levied for operating purposes for the 2015-16 fiscal year will be reaffirmed as 2.1794 mills of ad valorem property taxes. If there are no further questions, the Chair will declare the public hearing adjourned.

It was moved by Mrs. Thayer and seconded by Mr. Bellino to close the public hearing and move into the regular meeting at 7:01 p.m.

Motion carried

- B. 3. a. (1) 2. *It was moved by Dr. DeVries and supported by Mr. Braunlich that the Board go into closed session to consult with its attorney regarding trial or settlement strategy in connection with a specific pending litigation.*

A roll call vote was taken as follows:

Yeas [6] Marjorie A. Kreps, William H. Braunlich, Mary Kay Thayer,
James E. DeVries, William J. Bacarella, Joseph N. Bellino
Nays [0] None

The motion carried and the meeting closed at 7:02 p.m.

Open session resumed at 7:29 p.m.

The Board agreed by unanimous consent to move item C. 3. B. (2) in front of item B. 3. A. (2).

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

*Keith Proctor, Instructor of Welding
First-year Probationary Contract
Effective August 24, 2015 through August 23, 2016*

Peter Coomar, Dean of the Applied Science and Engineering Technology Division explained that the search for a qualified candidate was difficult. Dr. Grace Yackee, vice President of Instruction added that Mr. Proctor has phenomenal credentials and the college is fortunate to have him. Mr. Proctor comes from Mid-Michigan Community College and Delta Community College.

The motion carried.

- B. 3. a. (3) 4. *It was moved by Mr. Bacarella and supported by Mr. Braunlich that the Board authorizes the President to execute a contract for the following administrator:*

*Joshua Myers, Executive Director of The Foundation
First-year Probationary Contract
Effective July 1, 2015 to June 30, 2016*

The motion carried.

- B. 3. a. (4) 5. *It was moved by Mr. Braunlich and supported by Mrs. Kreps 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 Term Expiring May 31, 2018

*Neil E. Thurber
Irma M. "Mima" Kubiske*

Mr. Braunlich noted that Mr. Thurber is a graduate of Monroe High School and MCCC. He has an Bachelor's degree in Geology from Michigan State University and a Master's degree in Engineering from the University of Tulsa. He is very excited to be part of our decision to have another millage. He is also a wine maker and a member of the MCCC Bacchus Society. Mr. Thurber's father is Donald Thurber who was a long time member of the Monroe Public School Board and the developer of the D'Nealian writing system.

Mrs. Kreps added that Mrs. Kubiske is very active in the Ida and Dundee areas.

The motion carried.

- B. 3. a. (5) 6. *It was moved by Dr. DeVries and supported by Mrs. Thayer that the 2015-16 budget be approved as presented and that the millage rate to be levied for operating purposes for the 2015-16 fiscal year be reaffirmed as 2.1794 mills of ad valorem property tax.*

Suzanne Wetzel, vice President of Administration, reviewed the *Proposed Budget for the Fiscal Year 2015-2016* with the Board. Page 11 of the "Proposed Budget Book" is a synopsis of what the Board will be voting on this evening. The majority of the College's day-to-day operations are reported in the General Fund, including receipt of major revenues. The requested expenses in next year's General Fund represent a .78 percent decrease over last year's budgeted expenses when adjusted for UAAL allocation.

There are seven positions at the college that are not being filled during the 2015-2016 fiscal year. The proposed budget includes salary and step advances for full-time faculty who are eligible for step advances. Also included is a 1 percent salary increase for maintenance employees and a \$250 off-schedule payment. A 1 percent increase is proposed for full-time support staff, part-time support staff, and adjunct faculty. In addition, full-time support staff who are eligible would receive step advances. Salary increases are also included for part-time support staff and adjunct faculty. There is no increase recommended for administrative or professional staff; however, they will receive their steps. Additionally, administrators and professional staff who are at the tenth step of their respective salary schedules, with the exception of the Vice Presidents (Group I), are recommended to receive. Upper-level administrators will not receive salary increases or steps.

The college has switched to self-funded medical insurance for medical and prescription drug coverage, which is a great cost savings to the College, but will not affect employees or their health benefits.

Next year's proposed budget indicates that projected expenses will be less than projected revenues (\$141,488) and recommends that revenues greater than expenditures be transferred to the Maintenance and Replacement Fund (\$41,488) and Unexpended Plant Fund (\$100,000). In additions it is recommended that any additions to unrestricted net position following the 2014-2015 audit be transferred equally to the maintenance and Replacement Fund and the Unexpended Plant fund.

The proposed budget includes \$20,000 for the HLC visit and the college was also able to maintain its staff development budget.

Mr. Braunlich saluted the President and Vice Presidents for all their hard work and planning to take on Performance Contracting. The college needs to work on rebuilding

the reserves. Although the work the administration has done to cut expenses and present a balanced budget is encouraging, in many ways the College is diminished in capacity from what it was before the market crash. The College no longer has the funds to launch new programs. The hard work and stepping up is a move in the right direction. As the College downsizes, the administration stepped up to take on more work and have brought the Board a balanced budget. Many people have worked hard to make that happen. This board thanks all those dedicated people.

A roll call vote was taken as follows:

Yeas [6] Marjorie A. Kreps, William H. Braunlich, Mary Kay Thayer,
James E. DeVries, William J. Bacarella, Joseph N. Bellino
Nays [0] None

The motion carried.

- B. 3. a. (6) 7. *It was moved by Mrs. Thayer and supported by Mrs. Kreps that the schedule of meetings of the Board of Trustees for the fiscal year 2015-16 be adopted as follows:*

*Time: 7:00 p.m.
Place: Board of Trustees Room, Z-203*
La-Z-Boy Center*

**The April 25, 2016 meeting will be held at the MCCC Whitman Center, 7777 Lewis Avenue, Temperance, Michigan.*

<i>Monday, September 28, 2015</i>	<i>Monday, February 22, 2016</i>
<i>Monday, October 26, 2015</i>	<i>Monday, March 28, 2016</i>
<i>Monday, November 23, 2015</i>	<i>Monday, April 25, 2016 (Whitman)</i>
<i>Monday, January 25, 2016</i>	<i>Monday, May 23, 2016</i>
	<i>Monday, June 27, 2016</i>

The motion carried.

- B. 3. a. (7) 8. *It was moved by Mr. Braunlich and supported by Dr. DeVries that the following individuals be designated to represent the Board before the Michigan Community College Association Board of Directors for the year 2014-15*

<i>Trustee Director</i>	<i>Mary Kay Thayer</i>
<i>Alternate Trustee Director</i>	<i>Marjorie Kreps</i>
<i>President Director</i>	<i>Dr. Kojo A. Quartey</i>

The motion carried.

- B. 3. a. (8) 9. *It was moved by Mr. Bacarella and supported by Dr. DeVries that Policy 8.08, Support Staff Salary Schedule, be revised as presented.*

The motion carried.

- B. 3. a. (9) 10. *It was moved by Mrs. Thayer and supported by Mr. Braunlich that Policy 11.00, Adjunct Faculty Salary Schedule, be revised as presented.*

The motion carried.

- B. 3. a. (10) 11. *It was moved by Mrs. Thayer and seconded by Dr. DeVries that Policy 11.00, Adjunct Faculty Salary Schedule, be revised as presented.*

The motion carried

- B. 3. a. (11) 12. *It was moved by Mr. Bacarella and seconded by Dr. DeVries that Policy 11.01, Part-Time Support Staff Salary Schedule, be revised as presented.*

The motion carried.

- B. 3. a. (12) 13. *It was moved by Mrs. Kreps and seconded by Mrs. Thayer that Policy 12.05,*

Professional Staff Salary Schedule, be revised as presented to retain the same rates of pay during the fiscal year 2015-16 as were in effect during the fiscal year 2014-15.

The motion carried.

- B. 3. a. (13) 14. *It was moved by Mr. Bacarella and supported by Mrs. Thayer that Policy 3.05, Tuition and Fees Policy, be revised as presented.*

The motion carried.

- B. 3. a. (14) 15. Suzanne Wetzel, Vice President of Administration explained that the college did not have to revise Policy 6.24, just the accompanying procedures and where they are posted. No motion is needed. The changes to FOIA mandate what institutions can charge for the copying or gathering the records and they must provide an itemized form for the charges. Mrs. Wetzel gave Board members a copy of the current and updated laws.

- C. 1. a. (1) 16. There were no delegations.

- C. 2. a. (1) 17 Note of thanks from Hunter Larnhart for the award of a Board of Trustees Scholarship (enclosure)

- C. 2. a. (2) 18. Note of thanks from Joshua Bender for the award of a Board of Trustees Scholarship (enclosure)

- C. 2. a. (3) 19. Note of thanks from Kyle Knabusch for the award of a Board of Trustees Scholarship (enclosure)

- C. 3. a. (1) 20. Dr. Quartey reported on the following staff appointments:

Staff Appointment

Keith Proctor, Instructor of Welding, effective August 24, 2015.

Amy Salliotte, Administrative Assistant to the Director of Purchasing and Auxiliary Services, Effective June 15, 2015

Probationary Administrative Contract:

Joshua Myers, Executive Director of The Foundation, effective July 1, 2015

Deceased

Deborah Beagle, Director of Financial Services, effective July 1, 2015

- C. 3. a. (2) 21. The Board received the Statement of General Fund Revenues and Expenses for the period ending May 31, 2015. State UAAL payment cause the statement to look like the College is receiving more state revenues it actually is. The college is really at about 75 percent of its state revenue.

- C. 3. a. (3) 22. A note of Thanks from Karen Kuhl and family for the memorial at the death of her mother-in-law, Anita Kuhl (enclosure)

- C. 3. a. (4) 23. A note of thanks from Annette Kiebler and family for the flowers sent at the death of her father (enclosure)

- C. 3. b. (1) 24. President Quartey summarized his reports to the Trustees which he sends every other week. Tomorrow at 5:30 p.m. the first of several *Citizen's for MCCC* discussions with the community will take place. The meeting will be led by Board chair, Joe Bellino. The presentation will use a PowerPoint combined with a clicker system for voting. In excess of 40 people are expected to attend.

The Higher Learning Commission (HLC) assurance visit upcoming. Dr. Grace Yackee, Vice President of Instruction, spoke to the Board piece of the visit. The HLC team will expect a plan and implementation of several items. The Board has a special meeting scheduled for July 6 work to work with ACCT consultant, Dr. Pamila Fisher, and have her help and plan a draft. Dr. Quartey will draft a document then share with Board before presenting it to Dr. Fisher when she visits.

Dr. Quartey noted that there are many activities taking place in the Career Technology Center (CTC) such as summer camps like construction camp and culinary camp. Tim Lake of the Monroe County Business Development Corporation worked with the ASET faculty to acquire sponsors for the automotive camp.

C. 3. b. (2) 25. Dr. Quartey explained that as part of the shared governance process, each Council and Student Government will update the Board at least twice a year. Vicki Voyantzis, Payroll Clerk and Chair of Staff Council, updated the Board on Staff Council activities. Mrs. Voyantzis gave an overview of the different types and numbers of proposals which had been submitted over the past three years. Staff Council voted on Policy 6.20 three times, and although the members present voted to support the policy change, the Council was unable to raise a quorum each time. Mrs. Voyantzis explained that Staff Council has a problem meeting quorum even though they have lowered that number from 51 percent to 30 percent. Staff Council has submitted two proposals, one Request for Action for the Shared Governance Council Model and the other a Request for Input for Camaraderie Day. Staff Council also has problems finding volunteers. Mrs. Voyantzis is completing the second half of Kellie Plumb's term and then elections for a new chair will be held in May. Staff Council has approximately 94 members and it needs 24 members to have a quorum.

C. 3. b. (3) 26 Joshua Myers, Executive Director of The Foundation, gave an update of the last meeting of The Foundation. He thanked President Quartey and the Board for approving his contract for Executive Director of The Foundation. On June 8, 2015, the foundation welcomed two new Group Four Directors, Dr. William McCloskey and Dr. Patrick Nedry.

Mr. Myers reported the following individuals were appointed as members of the Grants Program Committee: Sarah Briggs (MCCC Support Staff), Dr. Randell Daniels (MCCC Administrator), and John Joy (at-large).

The Enhancement Grants ceremony was held April 30. There were 20 applications and all 20 applicants were funded at some level for a funding totaling \$22,500.

The Foundation is in the process updating its Strategic Plan. They will send out RFPs for a strategic plan consultant later this month and begin meeting with the Board in July and August. The Foundation will present a draft plan in January, 2016.

Mr. Myers noted the College now has a total of 47 endowed scholarships. Combined with annual scholarships, this now makes \$150,000 available for awarding scholarships this year. He remarked that the CTC Campaign will be closing shortly. The campaign has raised almost \$800,000. There are still a couple of donors being cultivated. Mr. Myers reported that the Annual Fund Drive exceeded its \$25,000 by just under \$4,000. He thanked Ramona Fisher for her excellent work on this project.

C. 4. b. (1) 27. Chair Bellino noted the upcoming events.

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

The motion carried, and the meeting was adjourned at 9:01 p.m.

Respectfully submitted,

Joseph N. Bellino.
Chair

William H. Braunlich
Vice Chair

/prd

These minutes were approved at the September 28, 2015 regular meeting of the Board of Trustees.