

MINUTES OF THE FIVE HUNDRED SIXTY-THIRD
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 24, 2016

Members Present: Joseph N. Bellino Jr., James E. DeVries, Lynette M. Dowler, Edward R. Feldman, Marjorie A. Kreps, Aaron N. Mason, and Mary Kay Thayer

Also Present: Jack Burns Jr., Parmeshwar Coomar, Valerie Culler, Randy Daniels, Jamie DeLeeuw, Andrew Fischer, Jean Ford, Kris Gerlach, Mark Hall, Dan Hamman, Stephen Hasselbach, Paul Hedeem, Tom Hoffman, Barry Kinsey, Paul Knollman, Brian Lay, Denice Lewis, Bill McCloskey, Molly McCutchan, Michele Paled, Kojo Quartey, Jim Ross, Kathy Shepherd, Joe Verkennes, Tracy Vogt, Suzanne Wetzel, and Penny Dorsey (recording secretary)

1. Chair Bellino called the meeting to order at 6:01 p.m.
- B. 2. a. (1) 2. The following items were pulled from the Consent Agenda for further discussion:
 - B. 2. a. (2) Proposed Retirement Resolution – Terry Cole
 - B. 2. a. (4) Proposed Resolution Authorizing Issuance of 2016 Tax anticipation Notes on behalf of Monroe County Community College
 - B. 2. a. (5) Closed Session - Monroe County Community College Faculty Association (MCCCFA Negotiations)

- B. 2. a. (2) 3. *It was moved by Mrs. Thayer and supported by Dr. Mason that the following items on the consent agenda items be approved:*

- B. 2. a. (1) Approval of the September 26, 2016 regular meeting minutes
- B. 2. a. (3) Capital Outlay Plan Approval

The motion carried.

- B. 3. a. (1) 4. There was no old business.

- B. 4. a. (1) 5. *It was moved by Dr. Feldman and supported by Mrs. Thayer that the following resolution of commendation for Terry Cole be adopted:*

WHEREAS, Mr. Terry Cole, has decided to retire from his position as Maintenance Chief with Monroe County Community College, effective September 30, 2016, and

WHEREAS, for 24 years, he has been an excellent employee who has helped to foster a superb maintenance program in the Physical Plant, and

WHEREAS, in the performance of this duties he has secured a number of licenses and certifications to assist him in maintaining the College's buildings, grounds and mechanical systems, and he has enthusiastically embraced new technology to insure the College's systems are operating at peak performance, and

WHEREAS, he has served as a mentor, role model and trainer for his co-workers and has helped foster a high level of professionalism within the maintenance staff, 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 chairing the Student Welcoming Committee for many years.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Mr. Terry Cole 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, October 24, 2016.

Jack Burns, Jr., Director of Planning and Facilities, commented that Terry, “TC” was a dedicated employee and very grateful to be employed at MCCC. TC is enjoying his retirement and is doing well. Tom Kleman will replace TC as Maintenance Chief. Interviews will begin on Monday to fill Tom's position.

The motion carried.

- B. 4. a. (2) 6. *It was moved by Mrs. Thayer and supported by Dr. DeVries that the attached resolution authorizing issuance of 2016 Tax Anticipation Notes on behalf of Monroe County Community College be adopted.*

Suzanne Wetzel, Vice President of Administration, explained that in 2012/2013 the College began short term borrowing because the majority of College revenues do not come in until January, February, and March, leaving cash flow tight by the end of the year. The College typically needs between \$1 and \$2 million to cover payroll between October and December. As soon as the revenues can cover the amount, the College pays off the loan. Interest on the loan is usually less than one percent. Mrs. Wetzel is asking for the authority to borrow up to \$2.5 million. The Business office is still analyzing the cash flow data, and will borrow the least amount possible to get the College through the end of the year.

Mrs. Wetzel explained that she sent out requests for bids to seven different banks and received bids back from two banks. She and her team will analyze the bids and the cash flow, before making a recommendation to President Quartey. Once he makes a decision, Mrs. Wetzel will work with the College legal council to draw up the paperwork.

The motion carried.

- B. 4. a. (3) 7. Item B. 2. a. (1) “Closed Session” was moved to the end of the agenda before Board Updates by unanimous consent.
- C. 1. a. (1) 8. There were no delegations present.
- C. 2. a. (1) 9. There were no non-staff communications or reports.
- C. 3. a. (1) 10. President Quartey reported the following staff appointment and retirement:

Staff Appointment:

Tom Kleman, Maintenance Chief, effective October 1, 2016 (replacing Terry Cole)

Retirement:

Terry Cole, Maintenance Chief, effective September 30, 2016

- C. 3. a. (2) 11. The Board received the Statement of General Fund Revenues and Expenses for the period ending September 30, 2016.

Suzanne Wetzel, Vice President of Administration, compared last year's statement to the current year's statement. Expenses are slightly up this year over last year because the College runs a third payroll in September. The transfer of \$800,000, which was previously approved by Board, has been made to the Unexpended Plan fund. This is where money is being saved to make payments on the HVAC system loan. The first interest payment (\$286,697) on the HVAC system was submitted in September. The next payment (\$718,000) is due in March.

The on-campus portion of the audit work is complete, although the auditors will be finishing the report off-site. All of the funds are closed, and AJ Fischer, Director of Finances, is working on the balance sheet and completing all of the statement. Preliminary conversations indicate the audit went well. The final analysis must be submitted by November 15. The Board Audit Committee will meet with the auditors to review the data prior to submission.

- C. 3. b. (1) 12. President Quartey summarized his reports to the Trustees, which he sends every other week. Millage work is progressing with only two weeks left

before the election. Dr. Feldman has covered more than half of the City of and parts of the Township. Dr. DeVries and Mrs. Thayer have canvassed their neighborhoods. Mrs. Dowler has been canvassing Berlin Township and neighboring areas, and adjunct instructor, Magdalena Kotanova, has been canvassing parts of the west side of Monroe. Parmeshwar Coomar and his team has been canvassing Frenchtown Township. The campaign's emphasis has been to cover the entire county. Last Thursday, President Quartey presented to the Monroe County Commissioners, who endorsed the MCCC millage. The College has endorsements from the seniors, the Farmers Bureau, and County Commissioners among others.

Tomorrow's State of the College Address will feature individuals who relate stories of how MCCC has enriched their lives. The line up includes Al Barron, Monroe Charter Township Supervisor and alum, Mark Ellsworth, County Commissioner of District 8, Grace Porter, of the Bedford Renaissance Group, Julie Beste-Waltz, DTE employee and NUET program graduate, Joseph Hodson, MCCC Respiratory Therapy graduate and adjunct instructor, and Gunner Badillo, current MCCC student. The speakers will stress the value of institution, and the importance of the millage to its future.

Corporate and Community Services will offer pesticide training for the first time at the College. This training is a result of the College trying to serve the County's agricultural and farming community. To be eligible to apply the pesticides to crops, individuals must pass a State exam each year. The training will take place the day before the exam. The course will also be offered twice in the spring.

Joe Verkennes, Director of Marketing Communications, noted that the millage informational campaign is wrapping up. He and his team have created a website dedicated to the millage, and printed 70,000 millage postcards, of which 20,000 were mailed to absentee voters. The social media sites have been active, with more than 200,000 hits on the Facebook site, 6,000 likes, and 4-5,000 comments. Fifty percent of the comments positive. All questions, misinformation, and accusations have been addresses. Tomorrow the Monroe News will feature millage information on its home page for the entire day. The Marketing and Communications office is still running banner ads every day as well. Big, color print ads have been financed with PAC money.

The week before last, President Quartey and Paul Knollman, Dean of Business, met with Dr. Randy Showerman and Tom Smith from the Michigan State University (MSU) Institute of Agricultural Technology regarding a partnership to offer agricultural education programs at MCCC. MCCC will deliver its general education courses and MSU's staff will deliver the agricultural courses. Dr. Showerman and Mr. Smith will be visiting MCCC on November 1, to meet with the College Agricultural/Farming Advisory Board.

President Quartey presented at SEMCOG last week in Detroit, as part of a panel presenting on college partnerships with industry and businesses. He spoke specifically to MCCC's partnership with DTE and the NUET program. Trustee Mary Kay Thayer attended the Michigan Community College Association (MCCA) Fall Board of Directors' meeting last week in Grand Rapids.

Joshua Myers, Executive Director of The Foundation, updated the Board on the October 10, Foundation Board meeting. Two new endowed scholarships were introduced: the Audrey Perry scholarship, funded by a legacy gift and an annuity that has now transferred over to the College per the donor's wishes; and the Brian W. Smith Memorial Scholarship, which Mark Hall, Director of Admissions and Counseling, was instrumental in establishing. This now brings the College to 50 endowed scholarships.

Thanks to some generous donors, the College has been able to help a student via the MCCC Emergency fund. The student was able to purchase books that were lost in a house fire. The Foundation is getting ready for its annual fund campaign. A new branding logo for The Foundation will accompany the upcoming solicitations. The last annual fund raised around \$25,000, and had a better turn out for unrestricted funds than in the past. The Foundation is hoping to increase it number of enhancement grants as a result of the increased funds.

For the first time ever in the history of The Foundation, there is a new chairman elect. Michael Meyer, who stepped down as chair, has been the chairman of The

Foundation since its inception. The Foundation Board of Directors elected Victor Bellestri, current treasurer, as the next chair. Dr. Ronald Campbell will remain the first vice chair, and Chad Nytray will now serve as treasurer. Margie McIntyre has agreed to serve as secretary, replacing Rose Walker.

A pre-party is planned for the upcoming Bee Gees Gold event, scheduled for November 11, 2016, at 7:30 p.m. The pre-party begins at 5:30 p.m.

The College awards about \$1/2 million in scholarships annually. Endowed and annual scholarships continue to grow, while The Foundation continues to work with new and existing scholarship donors.

President Quartey noted that both Dr. Donald Spencer and Gary Wilson submitted letters to the editor in support of the College millage in a recent Monroe News.

- C. 3. b. (2) 13. Dr. Jamie DeLeeuw presented the 2016 Student Profile Data Report. Student counts were taken before some of the Direct College classes started. Enrollment at Monroe County Community College (MCCC) appears to have begun stabilizing after a downward trend for five years. The Fall 2016 headcount was 3,144, only 1.5% less than Fall 2015 enrollment. Credit hour count decreased at a slightly higher rate, 3.7%. Seventy percent of MCCC's student are part-time now.

Data provided by 25 other community colleges to Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO), indicated that MCCC's headcount change was the same as the college average, and its credit hour change was slightly higher than the 2.2% average decline.

Similar to last year, MCCC captured 21% of the county's high school market share. Demographic categories with the most significant declines in enrollment were prior MCCC students, full-timers, those who reside out-of-county, and 25 to 29-year-olds. Dual enrollment students increased 21% since last year, contributing to the high part-time enrollment. Enrollment in occupational programs declined within each division except for Health Sciences; the 9.2% increase in enrollment was largely driven by nursing and pre-nursing.

Dr. DeLeeuw's full report can be viewed and downloaded at <https://www.monroeccc.edu/institutionalresearch/surveyresults/Student%20Profile%20Data%20Fall%202016.pdf>.

- C. 3. b. (3) 14. Suzanne Wetzel, Vice President of Administration, and Jack Burns, Director of Campus Planning & Facilities, updated the Board on the HVAC project.

Jack Burns, Jr., Director of Campus Planning and Facilities, reported that the geothermal portion of the project is almost complete. Contractors are finishing up the last of the connections into the boiler houses. The pipefitters and electricians will complete their work over the winter. The geothermal contractor will be onsite this week and next week to complete their portion of the work. All buildings are open now, and the staff have all returned to their areas. Contractors are now in the testing and balancing process. The project will wind down slightly for the winter in preparation for spring when contractors will tap into the Life Sciences building and make the necessary connections. The project continues to stay on schedule and the projected completion date remains the end of spring beginning of summer. The College will remain on the old heating system this winter, which will be removed in the spring. The old boiler, pumps, and tanks, and the temporary chiller have already been removed.

Mrs. Wetzel added that of the \$16.1 million borrowed for the HVAC system, the College has spent \$12.7 million so far, leaving about \$4 million left to go on the project. The project is on budget and on time.

Mr. Burns noted he and his staff are working with the Science/Mathematics faculty to help keep the Chemistry and Biology classes online during the renovations. The faculty have been very proactive scheduling spring and summer classes that work with the renovation schedule.

- C. 3. b. (4) 15. Dr. Grace Yackee, Vice President of Instruction, reported that, over the summer and early fall, the mathematics faculty have been reviewing research

conducted by Dr. Jamie DeLeeuw, Coordinator of Institutional Research Evaluation, and Assessment, as well as their course outcomes, and have made several updates to the Math Redesign program. The changes, which go into effect beginning with the Winter 2017 semester, are summarized below:

MATH 090/092/151

- MATH 090 contact and billable contact hours go from 3 to 4
- All three courses will be co-listed (rather than MATH 090 and MATH 092/151 sections)
- Netbooks no longer distributed
- Students required to have their own machine with identified specs (netbooks are available for purchase in the Bookstore if needed)
- Workbooks and access to MyMathLab Plus through lab fee
- Lab fee changes from \$315 to \$100, each enrollment (Direct Billing so students will pay anytime they enroll in one of these three courses)

MATH 090/092 FACE TO FACE PILOT

- Placement in the pilot is open to those students who score 50-120 on the Arithmetic portion of the Accuplacer and who are first time math students at MCCC. All students who are interested in taking the course need to take the Accuplacer, not the COMPASS.
- Instructor Permission

Other changes include lower enrollment caps (from 35 to 30) for MATH-090. The lab fee still includes MyMathLab and the text, which will be provided to students on the first day of class. All they need is a password. Students who repeat the course will have to pay a \$100 lab fee. The lab fee covers access to the workbook and access to the MyMathLab system. Faculty looked at the possibility of allowing students to purchase these items in the book store, but opted to provide the materials to students on the first day of classes because it allows them to “batch enroll” students, and it ensures students have a materials they need on the first day of class.

The data indicates that students in MATH-090 and MATH 151 students are more successful than MATH-092 students. Math faculty will conduct a face-to-face pilot with MATH 092 students in the winter semester to help determine why these students are not as successful the other two groups. This pilot is reserved as an option for students who test in the high end of MATH 090 or the low end of MATH 092. There will be four weeks of MATH-090, and 11 weeks of MATH 092. The pilot will affect 60-80 students.

Math faculty are also looking at other pathways for non-math majors. They would like to streamline non-math majors into more of a quantitative reasoning course. Discussions continue in the Math Department on the development of a pathway for non-science majors and a pathway for math majors.

Developmental math is a National issue. There are too many students placing into developmental math. Dr. Yackee acknowledged Kathy Shepherd, Associate Professor of Mathematics, Mark Naber, Professor of Mathematics, and Jim Vallade, Associate Professor of Mathematics, for their willingness to review the data and make the appropriate changes to the curriculum. The Math Department’s focus continues to be on student needs and success. All of the changes being implemented are data driven.

- C. 4. b. (1) 16. Chair Bellino appointed the following Trustees to the Audit Committee:

Audit Committee:

Joe Bellino
Marjorie Kreps
Aaron Mason

- C. 3. b. (5) 17. *It was moved by Mrs. Thayer and supported by Dr. Feldman that the Board meet in closed session in accordance with Sections 8 (c) and 8 (h) of the Michigan Open Meetings Act to discuss issues related to the negotiation of a collective bargaining agreement.*

A roll call vote was taken as follows:

Yes (7): Bellino, DeVries, Dowler, Feldman, Kreps, Mason, Thayer

No (0): None

The motion carried and the Board moved into closed session at 6:44 p.m.

The Board resumed its regular session at 7:50 p.m.

- C. 4. b. (2) 18. Mrs. Thayer submitted written remarks on the 2016 ACCT Leadership Congress she attended in New Orleans, October 3-8. The 2016 ACCT Leadership Congress was a Call to Action to all trustees and governing boards to set the bar of educational achievement and completion even higher, to join forces as champions of student success and achieve unprecedented and lasting results.

The conference offered seven tracks for all participants, 1) New reality of commuter campuses: Security and preparing for disasters; 2) Expanding the mission: The baccalaureate degree, partnerships with K-12, corporate colleges, reverse transfer, and other innovative models; 3) Entrepreneurial and strategic alliances with business and industry: Meeting the evolving new workforce needs of urban, rural, and all communities, emerging industries, and new realities; 4) New pathways to student success: Learning analytics, data-informed solutions to foster equity, access, competency-based education and student success and completion; 5) The new financial model: New strategies for leveraging resources and funding; 6) Combating poverty and promoting citizenship: Innovative alliances to serve at-risk students and underserved populations; and 7) Strengthening governance: Effective practices from policy to fiduciary responsibilities.

As the College Promise movement continues to gain momentum, attendees were urged to consider how such programs could best meet the distinct characteristics of our own communities.

Mrs. Thayer's full report is on file with the October 24, 2016 Board meeting minutes.

- C. 4. b. (3) 19. Chair Bellino noted the upcoming events.

Dr. Quartey reminded the Board about the November 17 and 18 Michigan Community College Association (MCCA) New Trustee Orientation and Trustee Leadership Institute in Lansing. Penny will resend the information to all Trustees.

20. *It was moved by Mrs. Thayer and supported by Mr. Mason that the meeting be adjourned.*

The motion carried and the meeting adjourned at 7:52 p.m.

Respectfully submitted,

Joseph N. Bellino
Chair

James E. DeVries
Secretary

/prd

These minutes were approved at the November 28, 2016 regular meeting of the Board of Trustees.