

MINUTES OF THE FIVE HUNDRED SEVENTIETH  
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., June 26, 2017

Members Present: James E. DeVries, Lynette M. Dowler, Steven Hill, Marjorie A. Kreps, Aaron Mason, and Mary Kay Thayer

Not Present: William T. Bruck

Also Present: Jack Burns Jr., Parmeshwar Coomar, Randy Daniels, AJ Fischer, Jean Ford, Mark Hall, Paul Hedeem, Barry Kinsey, Paul Knollman, Brian Lay, Kimberly Lindquist, Linda Marsh, Molly McCutchan, Felice Moorman, Josh Myers, Tina Pillarelli, Kojo Quartey, Joe Verkennes, Tracy Vogt, Suzanne Wetzel, Grace Yackee, and Penny Dorsey (recording secretary)

1. Chair Dowler opened the five hundred seventieth meeting of the Board of Trustees at 6:00 p.m. The regular order of business was suspended to conduct the public hearing on the 2017-18 budget. The Chair polled the audience for questions with regard to the 2017-18-budget material. There were no questions. The millage rate to be levied for operating purposes for the 2017-18 fiscal year will be reaffirmed as 2.1794 mills of ad valorem property taxes and that the millage rate to be levied for facilities/infrastructure improvements for the 2017-18 fiscal year be reaffirmed as .85 mills of ad valorem property tax. There were no further questions, and the Chair declared the public hearing adjourned.
- B. 2. a. (1) 2. The Board pulled the following items from the Consent Agenda for further discussion:
  - B. 2. a. (3) Authorization for the President to Execute an Administrative Contract – Anthony Quinn
  - B. 2. a. (4) Authorization for President to Execute Probationary Professional Staff Contract – Linda Marsh
  - B. 2. a. (5) Authorization for the President to Execute a Faculty Contract – Derek Roberts
  - B. 2. a. (6) Resolution to Adopt the 2017-18 Budgets and Reaffirm Millage Rates
  - B. 2. a. (12) Authorization for President to Execute Probationary Professional Staff Contract – Linda Hawley
  - B. 2. a. (13) Authorization for President to Execute Probationary Professional Staff Contract – Denise Lindemann
  - B. 2. a. (14) Authorization for President to Execute Probationary Professional Staff Contract – John Wyrabkiewicz
  - B. 2. a. (15) Michigan Council for Arts and Cultural Affairs (MCACA) Submission
  - B. 2. a. (16) Board of Trustees Schedule of Meetings for the Fiscal Year 2017-18
  - B. 2. a. (17) MCCA Representation for 2017-2018
  - B. 2. a. (18) Architectural Services – East and West Technology Buildings
- B. 2. a. (2) 3. *It was moved by Mrs. Thayer and supported by Mrs. Kreps that the following items on the consent agenda items be approved:*
  - B. 2. a. (1) Approval of the May 22, 2017 regular meeting minutes and June 6, 2017 study meeting minutes
  - B. 2. a. (2) Retirement Resolution – Frank Davis

*WHEREAS, Mr. Frank Davis, has decided to retire from his position as General Maintenance Worker with Monroe County Community College, effective June 30, 2017, and*

*WHEREAS, for 31 years, he has taken great pride in the upkeep of the college's buildings, grounds and landscaping, sharing his knowledge and expertise with his co-workers, and*

*WHEREAS, as a result of his initiative and expertise in topiary gardening, he helped to create living garden sculptures on campus, and*

*WHEREAS, he served as a valuable member of the College's Diversity Committee, on numerous hiring committees, and participated in the Maintenance Department's Student Guide Program, and*

*WHEREAS, he has served as a mentor, role model and wrestling coach for the youth of Monroe County, coaching in the Dundee Wrestling Program for over 20 years, and*

*WHEREAS, he has served his co-workers for many years as a member of the negotiating team for the Monroe County Community College Maintenance Association, 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,*

*THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Mr. Frank Davis, 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, well-being, and happiness on this Monday, June 26, 2017.*

- B. 2. a. (7) Proposed Policy Revision – Policy 2.19, Management Salary Schedule
- B. 2. a. (8) Proposed Policy Revision – Policy 8.08, Support Staff Salary Schedule
- B. 2. a. (9) Proposed Policy Revision – Policy 11.00, Adjunct Salary Schedule
- B. 2. a. (10) Proposed Policy Revision – Policy 11.01, Part-time Support Staff Salary Schedule
- B. 2. a. (11) Proposed Policy Revision – Policy 12.05, Professional Staff Salary Schedule
- B. 2. a. (19) Authorization for a Special Liquor License

*The Board moved that Monroe County Community College, in accordance with MCCC Policy 6.21 and Procedure 6.21 (a), apply for a Special License from the Michigan Liquor Control Commission (MLCC) to serve alcohol in conjunction with the following special events which will be held as indicated:*

*The Bacchus Society's 6<sup>th</sup> Annual REDS, WHITES and BLUES – November 2, 2017 – The Cellar.*

The motion to approve the remaining items on the consent agenda carried.

- B. 4. a. (1) 4. *It was moved by Mr. Mason and supported by Dr. DeVries that the Board authorizes the President to execute a contract for the following administrator:*

*Anthony Quinn, Director of Upward Bound  
One-year non-continuing Contract  
Effective September 4, 2017 through September 3, 2018.*

The motion carried.

- B. 4. a. (2) 5. *It was moved by Mrs. Thayer and supported by Mr. Mason that the Board authorizes the President to execute a probationary contract for the following professional staff member:*

*Linda Marsh, Human Resources Specialist  
One-year Probationary Contract  
Effective June 5, 2017 to June 4, 2018.*

The motion carried.

- B. 4. a. (3) 6. *It was moved by Dr. DeVries and supported by Mr. Hill that the Board authorizes the President to execute a contract for the following faculty member:*

*Derek Roberts, Associate Professor of Sociology  
First-year Probationary Contract  
August 21, 2017 to May 3, 2018.*

The motion carried.

- B. 4. a. (4) 7. *It was moved by Mr. Hill and supported by Mr. Mason that the 2017-18 MCCC budget be approved as presented and that the millage rate to be levied for operating purposes for the 2017-18 fiscal year be reaffirmed as 2.1794 mills of ad valorem property tax and that the millage rate to be levied for facilities/infrastructure improvements for the 2017-18 fiscal year be reaffirmed as .85 mills of ad valorem property tax.*

Suzanne Wetzel, Vice President of Administration/Treasurer, presented the Board with a balanced budget for their consideration. Budget books were distributed on Friday. Mrs. Wetzel thanked AJ Fischer, Director of Financial Services, Randy Daniels, Vice President of Student and Information Services, Grace Yackee, Vice President of Instruction, and Molly McCutchan, Director of Human Resources for their assistance with budget preparation. Additionally, she thanked all of the administrators for pulling together their individual budgets.

Mrs. Wetzel noted that the budget process begins by comparing current enrollment with projected enrollment. The Business Office is projecting that billable contact hours will be down 2 percent next year. Mrs. Wetzel reported some growth in the non-credit area in 2015/16. This calculation includes Lifelong Learning, contract education and business and industry training. Per the Board's approval in March, in-county tuition increased 0 percent, and out-of-county and out-of-state tuition increased about 2.151 percent.

Mrs. Wetzel pointed out that the written descriptions of the College's funds are listed on page 11 of the budget book. She gave a brief overview of those descriptions. Mrs. Wetzel handed out copies of the 2017-2018 Budget Summary. The summary is what the Board is being asked to approve. This document can be viewed and downloaded at <http://www.monroecc.edu/finance/2017-2018%20Approved%20Budget.pdf>.

Vice President Wetzel gave the Board an overview of the General Fund budget. Revenues are budgeted up 0.46 percent. Tuition and fees revenues are budgeted to be down 3.85 percent (-\$327,770). This is because the College budgeted down 2 percent, but also did not budget an increase in in-county tuition, which is the largest part of the College's tuition. The budget includes a 4.55 percent anticipated increase in state funding, which includes \$184,000 of personal property tax money and 28,800 in new operational funding (a 0.6 percent increase). Other revenues are down 4.59 percent (-\$11,300), but these revenues make up a small part of the College budget.

For the 2017-2018 fiscal year, property tax revenues are expected to increase. The budget contains a 1.98 percent (\$212,800) increase in property tax revenues. This is approximately \$1 million less than what was received in 2008-2009.

Budgeted expenses are up 1.64 percent, making the budget presented to the Board, flat. The College, however, does have some exciting new initiatives and changes in the budget for the upcoming year, such as the Agriculture Program. The college's portion of the cost for the program is \$42,500, which covers part of the program director's wages and a small amount of money for some supplies. There are also a number of new initiatives in Marketing and Communications: the MCCC magazine (formerly Career Focus), new initiatives with the social media campaign, new television commercials and videos, and increased county mailings for a few select pieces (annual report, CCS schedule, and the magazine). Proposed salary adjustments include increases for Faculty (1.5 percent increase, and steps), maintenance (1 percent increase), and the President (1.5 percent increase effective August 1, 2017). The administration team is also proposing a 1.5 percent wage increase for administrators, professional staff, support staff, part-time support staff and adjunct faculty. Steps are also proposed for those employees groups. The budget also

includes an increase for student assistants because the minimum wage goes up to \$9.25 per hour on January 1, 2018.

There are two areas in the College that were in need of reorganization, Financial Services and Information Systems/Data Processing. These are two high-risk areas for the College, which needed a very thorough review to look at the current positions, the qualifications for those positions, and the wages necessary to allow the College hire qualified individuals to fill those positions in the future. There are four support staff positions that are being recommended to be moved to professional staff positions. The job descriptions have been completely rewritten and have much more responsibility attached to them. The new positions are *Assistant Director to Financial Services* and *Financial Services Coordinator* in the Business office, and *Network and Systems Architect* and *Systems and Security Administrator* in the Information Systems area. In addition, in the Information Systems and Data Processing area, there are three upgrades to existing positions. In Information Systems, one position is being upgraded to *Senior Computing Specialist*, and in Data Processing, two positions are being upgraded to *Computer Systems Analyst*. As part of that reorganization, a new part-time support staff position for a *Bookkeeper* has been created. There are two additional upgrades in the budget, one for the *Director of Financial Aid* and a position in the library, the *Digital Services Assistant*.

Andrew Fischer, Director of Finances, explained that these position classification upgrades in his area, more accurately align various positions with industry standards and demands. The goal of the Financial Services position upgrades was to protect the College from liability by restructuring the Business Office.

Dr. Randy Daniels, Vice President of Student and Information Services, noted that the Information Systems was long overdue as the College's infrastructure has advanced tremendously over the last 12 years. Brian Lay, Director of Internet Services, has worked very hard to make this reorganization effort work. Mr. Lay explained that this position addresses some changes that have been occurring very rapidly.

Vice President Wetzel opened the floor for questions on the reorganization. Trustee DeVries asked how the state's change to MPSERS affects the College. Mrs. Wetzel stated that the new system should be a competitive retirement system, which should be similar to the state employees systems. State employees now opt into a 401K and there is a match that is attached to it. This may be better for new hires as the MPSERS money is not going to last forever. This is also similar to the plan offered to MCCC faculty, professional staff and administrators, which is a 401K-type product. It takes 10 years to vest in MPSERS, but with the other programs, there is immediate vesting. There are no medical benefits at the end with the new system. There are currently 25 employees in the ORP program.

There is only one renovation project included in the General Fund budget. E-105, an Art classroom in the East Technology building, will be getting a new sink (\$600).

There are several purchases proposed for the General Fund Capital Outlay budget, including a utility tractor, a new pick-up with a snowplow, a cargo van, and a new mower for the Whitman Center. The Physical Plant will also be purchasing digital radios and a base station. This is because of the recent frequency changes implemented by the government. There are also a number of items proposed for the instructional area. A complete list of proposed purchase can be found on page 35 of the Budget Book.

The Business office is proposing a \$1 million transfer from the General Fund to the Unexpended Plant Fund. This is where the College is building up funds to make the payments on the HVAC project. The summary of the General Fund budget indicates that projected expenses will be equal to projected revenues. The budget team is estimating that the College will end this fiscal year favorable to budget revenues over expenses of about \$1.5 million and is recommending that any additions to the unrestricted net position following the 2016-2017 audit be transferred to the Unexpended Plant Fund to be used for payments on the HVAC project loan.

There has been a change to medical benefits this year. Mrs. Wetzel thanked the Human Resources Office on the work they have done acquiring a new vendor, Priority Health Services (PHS). The new plan will save employees about 25.84 percent compared to the current plan, and the College can pay a higher amount into

their HSA. Faculty were invited to participate in the dialog of possibly joining non-faculty groups to move to full group with PHS; however, after discussion of the details, MCCCFA indicated they were not going to pursue that option, as they needed considerably more time to contemplate the change. Vice President Wetzel reviewed the state hard caps and deductibles with the Board. The faculty chose not to move to Priority Health at this time due to time constraints. MESSA rates have gone up and faculty pay a premium for their plan. Faculty have two choices in health plans, *MESSA Choices* and an HSA plan. Dental, vision, life insurance, and LTD are not included in the hard cap and the College fully funds those.

Another piece of the budget that is not medical are the Defined Contribution Rates. There are several plans that people join based upon when they were hired. The College pays between 20.96 percent and 25.56 percent for the Defined Contribution Rate, and it pays between 25.21 and 27.31 percent for the Defined Benefit Plan.

When looking at budget versus projected for General Fund Revenues, there is about 1.7 percent decrease. Although there is some growth in property taxes, the College is still \$1 million behind its peak in 2009. Property taxes are starting to recover, but it will take a long time to get back to where it was in terms of its revenues. There are some good trends happening. When looking over time at what percentage of revenues come from which source, tuition and fees, property taxes, and state funding are improving.

Vice President Wetzel explained that when looking at percentage of total expenses, Instruction and Instructional Support have the highest costs (about 57 percent of the College spending), as is expected. Mrs. Wetzel explained that Public Service is the cost for activities the College makes available to the public. Instructional Support is all the activities that support the instructional programs, such as the library, faculty professional development, curriculum development, and instructional technology. Institutional Administration is the day to day functioning or long-term liability services of the College (the President's office, Financial Services, the Board, Strategic Planning, Public Relations, Research, Legal Services, Human Resources, etc.).

Expenses by category show that wages and fringes are at 83.53 percent of the budget, as is consistent with past years. This is a little higher than the statewide average for community colleges of 79.7 percent. MCCC's 20-year average is about 82.5 percent.

The proposed budget includes a recommended transfer to the Unexpended Plant Fund of \$1 million. The transfer is made possible due to an unexpected increase to the unrestricted net position resulting from 2016-2017 revenues being greater than expenses. The Business office does not feel the College will need a Tax Anticipation Note this year and is projecting a return to having contingency money. The goal is to have two months worth of expenses and transfers in the fund. The contingency fund is used to pay for unexpected expenses.

The Retirement Designated Fund is used to report the MPSERS Unfunded Actuarial Accrued Liability (UAAL) and the College's proportional share of the MPSERS (Non-University Plan) net pension liability. As of September 30, 2016, The MPSERS net pension liability is over \$25.5 billion statewide, and then the College has a share of that amount (\$1.4 million) that it must carry on its books.

The Designated Fund (Technology Fund) is used to record and report the cost of campus technology equipment and software. The Business office is budgeting expense slightly over revenues because the money generated is dependent upon enrollment. This would leave the College with reserves slightly over \$206,109. The Business office is working building up the account. There are some projects that will be funded by the millage that would have come out of this fund in the past, so that should help build up the reserves. The account used to have well over \$1 million in it.

The College has three activity categories that are reported in the Auxiliary Activities Fund: Bookstore, Food Service (Pepsi and Vending machines), and Campus and Community Events. Not all events generate revenues, but they are a community service. The Foundation generously supports many of the events as needed. There is a \$35,000 dishwasher included in the Food Service expenses, as the current dishwasher, although working right now, could fail at any time.

The revenues and expenses for the HVAC Project are recorded in the Unexpended Plant Fund. The HVAC project began during the 2015-2016 fiscal year. The College borrowed \$16 million on December 30, 2015. The College's 2017-2018 loan payment is \$1.436 million, which will be paid in two payments. Construction for the project is expected to be done by the end of August. Currently, the College has set-aside \$1.19 million for the HVAC payments. The payments for the 2016-2017 year have already been paid. When the \$1 million transfer is complete, the set-aside fund will go up to \$2.19 million, minus the two payments for the current year and there will be \$750,000 set a-side for next year.

The DTMB (Michigan Department of Technology, Management and Budget) Project Fund is a new fund created to account for the revenue and expenses associated with the renovation and addition to the East and West Technology Buildings. The project is approximately 60,000 square feet; the cost is approximately \$7.5 million, of which the state is funding \$3.7 million. The biggest piece of the project is the creation of a student success center which includes a relocation of the Learning Assistance Lab and Disability Services. The project may include the Writing Center, Math Den, and tutoring services. That dialogue is still ongoing. Also added, is the addition of the student collaborative workspaces and common spaces, and then renovating classrooms, labs, office space, hallways, doorways, entryways, etc. The College must receive authorization for final design and construction from the state by September of 2019, in order to be able to get the state's match money.

The Maintenance and Replacement Fund (M&R Fund) is used to set aside and account for funds that will be necessary to meet the expenses of major plant maintenance and replacements, as well as to provide a contingency to help assist in meeting certain physical plant emergencies that may arise. There is \$450,000 of revenue in the M&R Fund, which is from the last of the Career Technology Center pledges.

When looking at the budget for M&R expenses, there are not many projects planned because the College is using the millage maintenance money to take care of many items. The Business office is starting to build the fund up to prepare for unexpected expenses that may arise. For instance, just this past Friday, maintenance thought that part of the chiller in the Health Education Building was going bad (a \$30,000 repair). On Saturday, Jack Burns Jr., Director of Planning and Facilities, discovered that one of the two chillers in the building is completely gone and must be repaired (a \$148,704 repair). The effect on the College's net position is about \$325,000. The Health Education, La-Z-Boy Center, and Physical Plant buildings have separate heating and cooling systems, and the Career Technology building has its own geothermal system. The whole campus will be connected to the new geothermal HVAC system within the next five years and preliminary lines have been run. When that happens, there could be some resale value in the chillers.

M&R Projects for the 2017-2018 year include:

Temporary Air conditioning Units – Life Science Building	- \$17,300
Contingency Fund	<u>- \$50,000</u>
Total	- \$67,300

The Millage Maintenance and Replacement Fund is used to account for maintenance and renovation projects funded through the 5-Year Maintenance and Improvement Millage. Transfers may be made to other funds, such as the DTMB Project Fund through Board approved transfers.

There are three projects proposed for FY 2017-2018 for a total cost of \$2,276,850 (Life Science Building - Masonry repairs & sun shade replacement - \$925,000; additions: student collaboration space - \$1,151,850; East and West Tech Buildings – Architectural fees, \$200,000). Work begins on the Life Science projects will begin after the 4th of July. A detailed list of projects to be addressed by this fund is listed on page 63 of the budget book.

The Endowment Fund is an account the College uses to transfer money for maintenance and repair projects and to keep track of endowments. For instance, the net sale proceeds for the Hurd Road property were \$286,721. The Board approved a transfer of \$24,000 to the General Fund in March 2017. There is still \$262,721 in the fund.

Vice President Wetzel direct the Board's attention to the Budget Summary page handed out earlier in the evening. The summary represents the proposed budget the Board is being asked to approve. Following, the Board is asked to reaffirm the College's Millage rates as 2.1794 mills of ad valorem property tax and that the millage rate to be levied for facilities/infrastructure improvements for the 2017-18 fiscal year be reaffirmed as .85 mills of ad valorem property tax.

Trustee Thayer stated she was pleased to see the Millage Maintenance and Repair Fund is presented in a way that people can see the College does not have an extra \$5 million sitting in its accounts. Trustees should let Vice President Wetzel know if they want to see more detailed information in future budget books. She stated that this is a good budget on which many people worked very hard to make happen. In answer to the possibility of MPSERS closing, Mrs. Wetzel stated that she did not believe the Governor's intent is to close MPSERS; however, new employees will no longer be allowed to enter the fund. Trustee Thayer added that is good that people will no longer be able to enter that program, as fewer people are paying into it and more people are retiring and collecting. There is another plan for new employees that may be more advantageous to them. The state is carrying the liability for all community colleges. Mrs. Wetzel added that the state is till waiting on the legislation. She will track it, write up an analysis, and report back to the Board.

Chair Dowler thanked the administration for a job well done and for their attention to detail. She noted that she was really encouraged about the reorganization of Financial Services. President Quartey commended Vice President Wetzel, Mr. Fischer and their team for building a balanced budget.

The motion carried.

- B. 4. a. (5) 8. *It was moved by Mrs. Thayer and supported by Mr. Mason that the Board authorizes the President to execute a probationary contract for the following professional staff member:*

*Linda Hawley, Financial Services Coordinator  
One-year Probationary Contract  
Effective July 1, 2017 to June 30, 2018.*

- B. 4. a. (6) 9. *It was moved by Mrs. Thayer and supported by Mr. Mason that the Board authorizes the President to execute a probationary contract for the following professional staff member:*

*Denise Lindemann, Assistant Director of Financial Services  
One-year Probationary Contract  
Effective July 1, 2017 to June 30, 2018.*

- B. 4. a. (7) 10. *It was moved by Mrs. Thayer and supported by Mr. Mason that the Board authorizes the President to execute a probationary contract for the following professional staff member:*

*John Wyrabkiewicz, Network and Systems Architect  
One-year Probationary Contract  
Effective July 1, 2017 to June 30, 2018.*

- B. 4. a. (8) 11. *It was moved by Dr. DeVries and supported by Mrs. Kreps that the Board approve the application for the Michigan Council for the Arts and Cultural Affairs Grant.*

The motion carried.

- B. 4. a. (9) 12. *It was moved by Mr. Hill and supported by Mr. Mason that the schedule of meetings of the Board of Trustees for the fiscal year 2017-18 be adopted as revised:*

*Time: 6:00 p.m.  
Place: Board of Trustees Room, Z-203\*  
La-Z-Boy Center*

*\*The April 23, 2018 meeting will be held at the MCCC Whitman Center, 7777 Lewis Avenue, Temperance, Michigan.*

<i>Monday, September <del>25</del>18, 2017</i>	<i>Monday, February 26, 2018</i>
<i>Monday, October 23, 2017</i>	<i>Monday, March 26, 2018</i>
<i>Monday, November 27, 2017</i>	<i>Monday, April 23, 2018 (Whitman)</i>
<i>Monday, January 22, 2018</i>	<i>Monday, May 21, 2018</i>

- B. 4. a. (10) 13. *It was moved by Mrs. Kreps 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 2017-18*

<i>Trustee Director</i>	<i>Mary Kay Thayer</i>
<i>Alternate Trustee Director</i>	<i>Aaron N. Mason</i>
<i>President Director</i>	<i>Kojo A. Quartey</i>

The motion carried.

- B. 4. a. (11) 14. *It was moved by Mrs. Thayer and supported by Mr. Hill that Stantec be selected as the architectural firm to assist the College in the performance of all architectural and engineering services for the design and construction of the addition and renovations of the East and West Technology Buildings.*

The motion carried.

- C. 2. a. (1) 15. The Board received a note of thanks from Drew Scholl for the award of a Presidential Scholarship.

- C. 3. a. (1) 14. President Quartey reported the following staff appointments, faculty appointment, faculty temporary full-time appointments, contract renewal, and retirement:

Staff Appointments:

Linda Marsh, Human Resources Specialist, effective June 5, 2017 to June 4, 2018 (position classification upgrade from support staff to professional staff) (replacing Ann Gerweck)

Linda Hawley, Financial Services Coordinator, effective July 1, 2017 to June 30, 2018 (position classification upgrade from support staff to professional staff)

Denise Lindemann, Assistant Director of Financial Services, effective July 1, 2017 to June 30, 2018 (position classification upgrade from support staff to professional staff)

John Wyrabkiewicz, Network and Systems Architect, effective July 1, 2017 to June 30, 2018 (position classification upgrade from support staff to professional staff)

Transfer

Kellie Kull, Administrative Assistant to the Director of Admissions, effective July 1, 2017 (replacing Julie Billmaier)

Contract Renewal

Anthony Quinn, Director of Upward Bound, non-continuing contract, effective September 4, 2017 to September 3, 2018

Administrator Full-time Temporary Appointment

Bonnie Boggs, Director of Respiratory Therapy, Full-time Temporary Administrator, effective July 1, 2017 (replacing Nicholas Prush)

Faculty Appointment

Derek Roberts, Associate Professor of Sociology, effective August 21, 2017 to May 3, 2018 (1<sup>st</sup> year probationary contract)

Faculty Full-time Temporary Appointments:

Mark Locher, Electronics Instructor, effective August 21, 2017 to May 3, 2018 (replacing Tom Harrill)

Laura Menard, English Instructor, effective August 21, 2017 to May 3, 2018

(replacing Terry Telfer)

Michele Persin Toll, English Instructor, effective August 21, 2017 to May 3, 2018 (replacing Cheryl Johnston)

Retirement

Frank Davis, General Maintenance Worker, effective June 30, 2017

- C. 3. a. (2) 15. The Board received a Statement of General Fund Revenues and Expenses for the period ending May 31, 2017. Andrew Fischer, Director of Financial Services, reported that the budget is on track and he and his staff are preparing for the audit. The full statement is part of the Board packet and can be requested from the President's office. Questions regarding the statement can be directed to Suzanne Wetzel or Andrew Fischer.
- C. 3. a. (3) 16. The Board received a note of appreciation from Jim and Danielle Vallade for the flowers sent in honor of the birth of their son, Matthew.
- C. 3. b. (1) 17. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey and Mrs. Thayer will attend the 2017 ACCT Leadership Congress in September. They will be presenting on *Winning a Millage in an Uncertain Environment*. The Michigan Community College Association (MCCA) President and Trustees Summer Institutes take place at the end of July on Mackinaw Island. Dr. Quartey, Mrs. Thayer, Dr. DeVries, and Mr. Bruck are attending. Dr. Quartey and Mrs. Thayer attended SEMCOG last week and will be heading back this Wednesday for a meeting of the SEMCOG/MAC Education Reform Task Force.

Lifelong Learning summer camps are ongoing. Enrollment is full for the construction and welding camps. The position of Agricultural Program Coordinator position has been filled. Andy McCain is a Registered Environmental health Specialist at the Monroe County Health Department. He attended MCCC for three years before transferring to MSU and earning a Bachelor of Science in Crop and Soil Sciences – Turf Grass Science with honors. Mr. McCain begins July 20, 2017. There are currently 15 students enrolled in the agriculture program. The goal is to have at least 20 students. The agricultural grant President Quartey submitted in April has been recommended for funding by MDARD in the amount of \$79,000. The IAT Coordinator will oversee this grant. This grant allows us to have an "ag. lab" on campus and in the community, and provides the coordinator with additional human resources in the form of two student workers and three part-time employees, as well as access to consultants. This grant will support four community farms in Monroe. The grant period begins Nov. 1, 2017, so the funds will not flow immediately.

The effort to create a Cybersecurity Center in Bedford is moving fast. Paul Knollman has been attending the meeting, which occur weekly. The hope is for the College to provide both non-credit and credit classes in that area.

Education Matters continues to air once a month and the President participates in a live broadcast at NASH Icon Radio once a month. Dr. Quartey also submits an article to Monroe News each month. Adult recruitment efforts continue. There are recruitment cards available for all employees in the President's office, Please keep a stack of cards and article in your cars and drop them off to local business in you day-to-day activities. There are several new billboards around town as well. If you would like a stack of cards and articles, please contact Penny in the President's office and she will have some delivered to you. If everybody takes even a few cards each, you do not need to take much. Thank you your help.

- C. 3. b. (2) 17. Joshua Myers, Executive Director of the Foundation, gave a quick update. The Board of Directors met twice. The Foundation has \$15,000 at the end of the year for Enhancement Grants. Strikes, Spares and Scholarships raised \$6,299 at its event this year. This is up by \$5,450 from last year, and is the second amount ever raised. This money goes directly towards scholarships for students. The final pledge from DTE Energy was received. Mr. Myers thanked Chair Dowler and Molly Luempert-Coy for their advocacy. That amounts to \$400,000 for this coming and last fiscal year. Mr. Myers submitted a \$10,000 grant application to the Michigan Council for the Arts and Cultural Affairs (MCACA) on June 1. The results should arrive in September. This money will support bringing three different groups to the Meyer Theater: the

Adrian Symphony on December 9, the Crane Wives on February 3, 2018, and Blarney Castel (an Irish Band) on March 17. The Foundation hosted An Evening in the Meyer Theater with Bradley Sowash, as a thank you to donors. There were 90 dinner guests, the Culinary Program was superb, and 200 guests attended the concert. A Cultural Enrichment Endowment funded this event. The evening went so well; the Foundation plans to do something similar next year.

Three new committees have been formed:

- Ad Hoc Corporate /Major Gifts Committee
- Ad Hoc Planned Giving Committee (legacy gift program)
- Ad Hoc Staff Advisory Committee (to help facilitate greater communication between the campus community and The Foundation Board)

Two new annual scholarships have been added. The Harris P. Rose Scholarship is intended to benefit a student in the Learning Assistance Lab, and the Michael Grodi Scholarship is intended to benefit a Criminal Justice student. The new Alec Harwood Scholarship is working toward endowment, and is funded for the first year.

Treasurer, Chad Nyitray presented on the distribution of Policy 3.06, Distribution of Endowments Annual Review. The 2017 goal for the annual fund is \$30,000. There is currently \$67,874 in the fund. Unrestricted gifts are increasing. Unrestricted gifts generally go toward the Enhancement Grants program. A SYBUNT mailing went out yesterday, a SYBUNT is a donor who gives some years but not this year. At the end of the fiscal year, The Foundation mails every donor that is a lapped donor to encourage them to give. The 2018 annual fund planning begins in August.

Mr. Myers shared a PowerPoint presentation featuring a chart marking the increase in available scholarships since 2012. In 2018, The Foundation exceeded the \$200,000 dollar mark in annual giving. The Foundation held a half-day new director orientation with five directors. Valerie Culler, Director of Financial Aid, spoke to the group. She noted that 50 percent of MCCC's students qualify for some type of financial aid. When also accounting for dual enrolled students, that number goes up to near 70 percent. The Foundation will hold its Annual Scholarship Dinner on August 22, 2017.

- C. 4. b. (1) 18. Chair Dowler noted the upcoming events. Joshua Myers added that The Foundation Scholarship Dinner is scheduled for 6:00 p.m. on August 22, 2017.
19. *It was moved by Mr. Mason and supported by Mrs. Kreps that the meeting be adjourned.*

The motion carried and the meeting adjourned at 7:46 p.m.

Respectfully submitted,

Lynette M. Dowler  
Chair

Aaron N. Mason  
Secretary

pd/

These minutes were approved at the September 18, 2017 regular meeting of the Board of Trustees.