

MINUTES OF THE FIVE HUNDRED SEVENTY-SEVEN
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., May 21, 2018

Present: James E. DeVries, Lynette M. Dowler (arrived at 6:03), Steven Hill, Marjorie A. Kreps, Aaron N. Mason and Mary Kay Thayer

Not Present: William T. Bruck

Also Present: Kevin Cooper, Valerie Culler, Randy Daniels, AJ Fischer, Mark Hall, Paul Hedeem, Kelly Heinzerling, Rick Hubbert, Barry Kinsey, Brian Lay, Kim Lindquist, Laura Manley, Molly McCutchan, Joshua Myers, Kojo Quartey, Jim Ross, Suzanne Wetzel, Grace Yackee, and Janel Boss (recording secretary)

A.1.a.(1) 1. Vice Chair Thayer called the meeting to order at 6:00 p.m.

B.1.a.(1) 2. There were no delegations present.

B.2.a.(1) 3. The Board pulled the following agenda item from the consent agenda for further discussion.

B. 2. a. (5) Sabbatical Request – Joshua Myers

4. *It was moved by A. Mason and supported by Dr. DeVries that the remaining items on the consent agenda be approved as presented.*

B.2.a.(1) *Approval of the April 23, 2018 regular meeting minutes.*

B.2.a.(2) *Approval of revision to Policy 3.27 – Confidentiality of Student Records (FERPA)*

B.2.a.(3) *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:*

Rita Coolidge – Saturday, October 13, 2018 – Meyer Theater and Atrium

Credence Clearwater Revival Tribute – Saturday, November 3, 2018 – Meyer Theater and Atrium

Reds, Whites & Blues Bacchus Society Event – Friday, November 8, 2018 - Cellar

Laith Al-Saadi – Saturday, December 1, 2018 – Meyer Theater and Atrium

Symphony Band Concert – Monday, December 10, 2018 – Meyer Theater

Classic Albums Live: The Eagles – Saturday, January 19, 2019 – Meyer Theater and Atrium

Drew Hastings – Saturday, February 2, 2019 – Meyer Theater and Atrium

Mardi Gras Event – Saturday, March 2, 2019 – Meyer Theater, Atrium & Z Rooms

B.2.a.(4) Resolution of Commendation – Jill Denko

The Board moved that the following resolution of commendation for Ms. Jill Denko be adopted:

WHEREAS, Ms. Jill Denko has decided to retire from her position as assistant professor of counseling at Monroe County Community College, effective May 31, 2018, and

WHEREAS, Ms. Denko has provided excellent service for students and colleagues for the past 17 years, and

WHEREAS, Ms. Denko has effectively managed the career counseling assessment instrument administered to hundreds of students while researching future careers, and

WHEREAS, Ms. Denko has orchestrated and delivered an informative New Student Orientation program to welcome thousands of first-year students, and

WHEREAS, Ms. Denko actively participated on several committees and task forces during her tenure including, but not limited to, the Curriculum Committee, the Retention Task Force, and the Behavioral Intervention Team, and

WHEREAS, Ms. Denko organized outreach telephone calls each semester to follow up with every new Monroe County Community College student, and

WHEREAS, Ms. Denko is known for her ability to counsel and advise students with accuracy and empathy, and

WHEREAS, Ms. Denko is highly respected by her colleagues and professional contacts and was recently selected by her peers to

serve as the Honorary Grand Marshal for the 2018 MCCC Commencement Ceremony, and

WHEREAS, Ms. Denko has positively impacted the educational attainment for hundreds of students while serving as a faculty member and counselor,

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Ms. Jill Denko for her 17 years of dedicated service to students, colleagues, and the community, and

BE IT DECIDED that by the President's recommendation, Ms. Denko shall be granted faculty emeritus status, and

BE IT RECORDED that the Board of Trustees wishes for Ms. Denko continued success, good health, and happiness on this Monday, May 21, 2018.

The motion carried.

- C.3.a.(1) 5. Suzanne Wetzel, Vice President of Administration/Treasurer, presented the Statement of General Fund Revenues and Expenses for the Period Ending April 30, 2018. State Appropriations for the 2017-18 fiscal year are at 80 percent of budget as compared to the 71.8 percent from last year which is due to the Personal Property Tax (PPT) money received. PPT funding received was greater than anticipated in the budget. The College is anticipating that FY 2017-18 revenues over expenses will be approximately \$750,000.

- C.3.a.(2) 6. Dr. Randell Daniels, Vice President of Student and Information Systems, presented Procedure 3.27(a) and gave credit to Tracy Vogt, Registrar, for updating the procedure which supports Policy 3.27 – Confidentiality of Student Records (FERPA) (approved as part of the consent agenda). The two main goals of the policy and procedures are to protect the students' privacy and to provide guidelines for the use or disclosure of student information.

- B.2.a.(5) 7. Sabbatical Request – Joshua Myers

It was moved by Mr. Mason and supported by Mrs. Kreps that Joshua Myers be granted a sabbatical from June 1, 2018, to August 31, 2018, to complete his dissertation and complete his doctorate in Community College Leadership.

The motion carried.

- C.3.b.(1) 8. President Quartey summarized his report to the Trustees, which he sends every other week:

Commencement was held on April 27. There were 451 graduates, almost half of them walked across the stage to receive their diplomas with 10-13 percent being Middle College students. The Middle College had their graduation on May 4 with 84 percent having earned their associate's degree. The Middle College was noted in the Monroe Evening News as being one of the top high schools in the nation.

The Agriculture Grant is ongoing. The land preparation has already begun and our community partners and MSU are working with local restaurants to determine what crops should be planted.

The upcoming State of the College Address will feature progress information on the College's millage renovations, HVAC, Agriculture Program and the recently completed Manufacturing Boot Camp. The Manufacturing Boot Camp was concluded two weeks ago with 18 completers. The HVAC Project will have the final sign off on May 22. Earlier indications are that the institution is saving about \$300,000 in utility costs per year. Information on the Campus Climate Survey has been shared internally.

The dual enrollment legislative battle is ongoing. Other legislative updates include:

- SB888 Substitute-MPSERS - whether or not colleges should pay into MPSERS for student workers.
- Sexual Misconduct Legislation – there are at least 25 bills regarding sexual assault and misconduct with some of the bills strongly encouraging universities to develop a 'campus sexual assault improvement plan' and implement the plan over the course of five years.
- Medicaid Work Requirements; Senate Bill 897 – would amend the Social Welfare Act to add workforce engagement requirements for able-bodied adults on Medicaid and penalties for noncompliance for individuals. This bill has already been passed by the Senate.
- Prison Education, Pell Grants – Second Chance Pell Grant program where institutions may provide Pell Grants to qualified students who may be released from prison within five years of enrolling. MCCC supports this and will advocate for it.

- C.3.b.(2) 9. Mrs. Wetzel, Vice President of Administration, and Mr. Fischer, Director of Financial Services, gave a brief overview of the proposed 2018-2019 budget. Although the budget is not finished, it is close. The Board will receive a detailed Budget book about a week prior to the June 26 Board meeting.

There are four sources of revenue in the General Fund: Tuition and Fees, Property Taxes, State Appropriations and Other. Property taxes make up 49.3 percent, Tuition and Fees 30.8 percent, State Appropriations 18.9 percent and Other 1 percent. Projections indicate that there is some recovery happening regarding property taxes. Tuition and Fees is under budgeted down 2 percent in billable contact hours. The Scholarship Allowance – tuition is increased due to actual FY 2017-18 expenditures and projections for the tuition increase. There is an increase budgeted for Non-Credit Revenue based current year experience in Lifelong Learning and also contracted training. Credit Fees and transcript fees will be budgeted down and Non-Credit Fees will stay the same, based on current year-to-date revenue.

Institutional Scholarships – Other Residency – tuition is written off for out-of-county dual enrolled students, the difference between in-district and out-of-district so that school districts paying for these courses are charged the in-district rate. There is an increase in the Trustee Merit Scholarship funding which has to do with the actuals in terms of the number of scholarships being awarded. The Presidential and Performing Music Scholarships are going up due to students taking maximum loads resulting in higher numbers of credits which are paid in full for the students. The WAC (Writing-Across-the-Curriculum) writing fellows initially get their tuition paid for their English 254 course and then they get \$150 to put toward books and supplies. If they serve a second year, they get three credits paid plus \$200 for books and supplies. It was mentioned that the College does tuition discounting, for example, through the Merit Scholarships and senior citizen discounts.

The Property Taxes projection is complete with a 3.3 percent increase. Also being budgeted for a possible tax refund to DTE is approximately 18 percent from the general fund revenues based on the 2016-2017 tax revenues received from the DTE Power Plant.

State Appropriations – the state is still working to finalize its budget and the Governor has proposed no increase in base state funding for community colleges because he feels the PPT (Personal Property Tax) money could provide an increase for community colleges. There is a 2.3 percent increase budgeted due to Renaissance Zone Reimbursements, MPSERS Offset and PPT. Potential additional funding that may become available is in the Senate proposal, which would be an additional \$25,800 (a .6 percent increase).

Other Revenue – Fines, Fess & Charges – beginning this year, the College started charging a credit card processing fee, which in the past was an expense. This new model has increased Other Revenue. There is a decrease in rent funding budgeted from the Middle College due to the relocation of their offices and work space. There is an increase in interest budgeted.

General Fund Revenue Summary – the budget contains approximately a \$500,000 increase in revenue, which is almost a 2 percent increase. Between the increase in tuition and expected decrease in enrollment, tuition and fees are budgeted flat.

General Fund Expenses – this is an ongoing process with adjustments being made. Work continues on salary and benefits, review of position requests, reviewing reallocation/reassignment of existing positions and reviewing the adjunct faculty salary schedule. All capital outlay requests are on hold at this time and are not included in the current budget. It is being recommended that \$750,000 be transferred to the 71 Fund (HVAC) and to set aside \$265,000 to the 80 Fund (M&R) for the possible tax adjustment.

Expense Summary – expenses are up 1.1 percent as compared to FY 2017-18. Salary and fringe benefits comprise 84.2 percent of the budget, which is high compared to other colleges. Total Services is up about 12 percent due to an increase in contracted services (respiratory therapy, CCS, marketing, copy center). Supplies are up 16 percent due to an error in last year's budget for the developmental math access codes.

Where we are now – General Fund – without any capital outlay, the budget is balanced. With capital outlay, there is a \$241,000 shortfall. Discussion is continuing as work is done to finalize a balanced budget.

Reserves – projected reserves as of 6/30/18 were presented.

Salary Adjustments – included in the budget at this point is an increase to the President's salary – 1.5 percent, administrators and professional staff – 1.5 percent, support staff – 1.5 percent, maintenance – 2 percent, faculty – 1.5 percent and a possible increase for student assistants (per an increase in minimum wage). Steps are also budgeted for eligible employee groups.

Fringe Benefits – Retirement-Employer Contribution Rates – in 2017-2018 the defined contribution rate was in the range of 20.96 percent to 25.56 percent and for 2018-2019 the range increases to 24.96 percent to 29.96 percent which the College must contribute to the employees' plans. The defined benefit range for 2017-2018 is 25.21 percent to 27.31 percent and for 2018-2019 range of 25.82 percent to 30.16 percent. The Hard Cap Rates increase for 2018-19 fiscal year by 3.4 percent for non-faculty and 5.16 percent for faculty.

What's New in 2018-2019? – currently in the budget is a grant writer position, maker-space coordinator (a coordinator to drive more enrollment into the CTC), reducing an open computer lab technician position to part-time, a new integrated library system (ILS), emergency generators, phones and security system, and hardware and technology upgrades. The HVAC system is up and operating saving the college between \$300,000-\$400,000 annually.

Capital Outlay – as of May 21, 2018, the 2018-2019 budget does not include any Capital Outlay funding. If the College is able to fund capital outlay the allocation of resources typically is approximately – 54 percent to instruction, 44 percent to plant, and 2 percent to the other areas.

Designated Fund – Technology (20 Fund) – the revenues are greater than the expenses for the 2017-2018 fiscal year. In the 2018-19 fiscal year, it is expected to spend roughly \$22,000 from reserves which would leave an ending net position of \$650,000.

Auxiliary Activities Fund – which includes the bookstore, food service and campus and community events. There is a request to the Cultural Enrichment Endowment Fund for \$10,000 to help offset costs in Campus and Community Events which is not currently in the budget.

Grant Activity – a review was given of grant activity including a Roush grant, three Upward Bound grants, Agriculture grant, Adult Ed Boot Camp grant, NSF ATE grant, Motorcycle grant and Perkins grant.

Transfer to Unexpended Plant Fund (71 Fund) – it is anticipated that the administration will recommend that \$750,000 be transferred the Unexpended Plant Fund.

DTMB Project Fund (72 Fund) – the east and west technology building project. A review was given of the projected budget.

Maintenance & Replacement Fund (80 Fund) – there are no projects budgeted in FY 18-19 but there are contingency funds of \$80,000 included in the budget.

Millage Maintenance & Replacement Fund (81 Fund) – used to record millage revenue and expenses. In addition to the East and West Technology Building project, the budget includes \$2.7 million in potential projects including phones and security, technology upgrades, emergency generators and architectural services. The set aside for a possible tax refund is \$104,000.

- C.4.b.(1) 10. Chair Dowler mentioned the upcoming events with a change to next month's Board of Trustees meeting. The meeting will be held on Tuesday, June 26, 2018, at 6:00 p.m.
- D.1.a.(1) 11. *It was moved by Mr. Hill and supported by Mrs. Thayer that the meeting be adjourned.*

The motion carried and the meeting adjourned at 7:56 p.m.

Respectfully submitted,

Lynette M. Dowler
Chair

Aaron N. Mason
Secretary

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Minutes approved at the June 27, 2018, regular meeting of the Board of Trustees.