

MINUTES OF THE FIVE HUNDRED EIGHTIETH  
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 29, 2018

Present: William T. Bruck, Lynette M. Dowler, Dr. Edward R. Feldman, Steven Hill,  
Aaron N. Mason, Mary Kay Thayer

Also Present: Also Present: Parmeshwar Coomar, Kevin Cooper, Lori Jo Couch,  
Valerie Culler, Randy Daniels, Cajetan D’Cunha, AJ Fischer, Mark Hall,  
Mary Kinsey, Paul Knollman, Kimberly Lindquist, Laura Manley,  
Molly McCutchan, Joshua Myers, Tina Pillarelli, Jack Schwab, Kojo Quartey, James  
Ross, Joe Verkennes, Suzanne Wetzels, Quri Wygonik, Grace Yackee, Kathy Zorn, Kevin  
Zorn, Penny Dorsey (secretary)

1. Chair Dowler opened meeting at 6:00 p.m.
2. There were no delegations present.
- B. 2. a. (1) 3. *It was moved by Mr. Mason and supported by Mr. Hill that the Consent Agenda be approved as presented.*
  - B. 2. a. (1) Approval of the minutes for the regular meeting of September 24, 2018
  - B. 2. a. (2) Authorization for President to Execute a Secondary Probationary Faculty Contract – Angela Prush
  - B. 2. a. (3) Authorization for President to Execute a Secondary Probationary Faculty Contract – Michael Snyder
  - B. 2. a. (4) Authorization for President to Execute a Secondary Probationary Faculty Contract – Stephanie Wozniak
  - B. 2. a. (5) Proposed Revision of Policy 4.09, Policy for awarding Credit, and update to Procedure 4.09(a), Procedures for Awarding Credit

The Motion carried.

4. Item B. 4. a. (3), Retirement Resolution – Mr. Kevin Zorn, was moved up in the agenda by unanimous consent of the Board.
- B. 2. a. (4) 5. *It was moved by Mrs. Thayer and supported by Mr. Bruck that the resolution of commendation for Mr. Kevin Zorn be adopted*

*WHEREAS, Mr. Kevin Zorn has decided to retire from his position as Power Systems Operator with Monroe County Community College, effective October 31, 2018, and*

*WHEREAS, for 24 years he has been considered an outstanding employee who has helped to foster an excellent preventative maintenance program in the Physical Plant, and*

*WHEREAS, in the performance of his 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 ensure 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 demonstrated a high level of commitment and dedication to our students, faculty, staff, and community, and*

*WHEREAS, he has loyally and bravely served the community of Dundee Township as a firefighter for 32 years, including 17 years as an officer and two years as Assistant Chief.*

*THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Mr. Kevin Zorn 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, October 29, 2018.*

The motion carried.

- B. 4. b. (3) 6. *It was moved by Mrs. Thayer and supported by Mr. Hill that the Five-Year Capital Outlay Plan be approved as presented.*

The Board received a presentation on the proposed Five-Year Capital Outlay Plan.

Suzanne Wetzel, Vice President of Administration/Treasurer, presented the proposed renovations and additions to the Gerald Welch Health Education Building (HEB). A major piece of the Capital Outlay Plan is the College's Capitol Outlay Request to the State. This year MCCC is allowed by State rules to submit a new Capitol Outlay Plan for consideration by the State. This year's plan is the renovation and addition to the HEB. Vice President Wetzel explained that the Board would be viewing notional representations of what the master planning team hope to accomplish in the building (e.g. a visual spreadsheet). Once the College is approved for the funding of the project, the team will hire an architect, and then go into the actual planning and schematic design, which will involve employees from across the campus.

Additionally, per Monroe Township requirements, 86 parking spaces, which include two ADA accessible parking spaces, will be added. There will also be renovations to the exterior envelope to address current roof and window water issues in the building.

The total cost of phase one is \$7.262 million. The State request will be about \$6 million and the College's match will be \$3,631,000. Phase two will take place in the future when funding becomes available and will include the installation of a metal roof on the gym adding LED lighting and retrofitting other areas and updating the HVAC system so that it can tie into the geothermal system.

The motion carried.

- B. 4. a. (2) 7. *It was moved by Mrs. Thayer and supported by Mr. Bruck that the resolution of commendation for Dr. James E. DeVries be adopted:*

*WHEREAS, Monroe County Community College and the broader community lost a valued member and leader on September 13, 2018 with the death of Dr. James E. DeVries, and*

*WHEREAS, he was a longtime educator, author and historian for MCCC, as well as a father and grandparent, and*

*WHEREAS, he taught history and sociology at the college from 1970-2010 and was considered an "extraordinary professor" by his colleagues and students, as indicated by numerous nominations for the Outstanding Faculty Award, which he received in 1984, and*

*WHEREAS, he was a member of the Monroe Public Schools Board of Education from 1990 to 1994, and*

*WHEREAS, he is remembered for, among other things, assisting many students with the funding of their education, helping individuals find jobs and giving away many books from his large collection, and*

*WHEREAS, he was the author of several books, including "Opportunity: The First Twenty Years, Monroe County Community College 1964-1984," and*

*WHEREAS, he served on the MCCC Board of Trustees since 2012 and during key college milestones such as the opening of the Career Technology Center in 2013 and the passage of the 5-Year Maintenance and Improvement Millage in 2016, which*

*resulted in funding that that is now being used for critical updates to safety, accessibility, technology and the learning environment, as well as maintenance that was deferred because of tight budgets, and*

*WHEREAS, he was a member of the Retired Senior Volunteers Program (RSVP), where he read to and mentored students at the Juvenile Center and Manor Elementary School, and*

*WHEREAS, he was a sought-after presenter, panelist and expert in numerous areas, such as history, social science, race relations, politics, current affairs, and*

*WHEREAS, he earned a bachelor's degree from Hope College in 1964, served in the U.S. Army from 1964 to 1966 in Korea, and received a master's degree and doctorate from Ball State University following his military service, and*

*WHEREAS, he represented the college with dignity and professionalism, promoting the ideals of higher education and the mission of Monroe County Community College, and MCCC has benefited greatly from his devoted service.*

*THEREFORE, BE IT RESOLVED, that the MCCC Board of Trustees recognizes the significant contributions of Dr. James E. DeVries over the course of his distinguished life and career; and*

*THAT IT BE FURTHER RESOLVED, that the Board will mourn Dr. James E. DeVries's death and will continue, as he did, to inspire members of our community in their pursuit of lifelong education, and*

*THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its sincerest condolences to his family and friends on this Monday, October 29, 2018.*

The motion carried.

- B. 4. a. (3) 8. This item was moved to the beginning of New Business.
- B. 4. a. (4). 9. *It was moved by Mr. Hill and Supported by Mr. Mason 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 Terms Expiring December 31, 2021*

*William H. Braunlich*

*Dr. Ronald Campbell*

*H. Douglas Chaffin*

*Ignazio Cuccia*

*Julie Edwards*

*Irma M. "Mima" Kubiske*

*Keith P. Masserant*

*Michael R. Meyer*

*Chad E. Nyitray*

*Herbert E. Smith*

*Neal E. Thurber*

*Rosemarie Walker.*

The Motion carried.

10. Chair Dowler called for a moment of silence for the victims and families of this weekend's shooting tragedy at the Pittsburgh synagogue.
- C. 3. a. (1) 11. President Quartey reported the following position transfers, rehire, probationary faculty contracts and retirement:

Position Transfers:

Courtney Slater, Administrative Assistant to the Registrar, effective September 17, 2018 (Transfer from Part-time Registration Assistant to Full-Time Administrative Assistant to Registrar, (replacing Joyce Oestrike)

Michael Neaves, Maintenance Trainee, effective November 1, 2018 (Transfer

from General Maintenance Worker to Maintenance Trainee, replacing Kevin Zorn)

Rehire:

Nicholas Scheer, Payroll Accountant, effective October 15, 2018 (replacing Vicki Voyantzis)

Second-year Probationary Faculty Contracts:

Angela Prush, Director of Clinical Education/Instructor Respiratory Therapy, effective January 2, 2019 to January 1, 2020

Michael Snyder, Associate Professor of Political Science, effective January 2, 2019 to January 1, 2020

Stephanie Wozniak, Assistant Professor of Early Childhood Development, effective January 2, 2019 to January 1, 2020

Retirement:

Kevin Zorn, Power Systems Operator, effective October 31, 2018.

- C. 3. a. (2) 12. The Board received a note of thanks from Quri Wygonik and family for the flowers sent at the birth of her daughter, Everleigh.
- C. 3. a. (3) 13. The Board received a Statement of General Fund Revenues and Expenses for the Period Ending September 30, 2018. The statement is in the Board packet and part of the permanent Board file, and can be obtained from the President's office.
- C. 3. b. (1) 14. Dr. Quartey summarized his reports to the Board, which he sends every other week.

As we approach the November 6 election, campaigns are taking center stage. There are several bills, which will impact community colleges that will come up later after the election.

Non-credit enrollment is up by 6 percent. Discussions of Drone Technology have been ensuing for about a year, and non-credit training will be offered in the winter of 2019. Strategic planning continues and the Strategic Planning Task force is conducting a Strengths, Weaknesses, Opportunities, and Weaknesses (SWOT) analysis as part of the Environmental Scanning.

Campus events include a forum on the "Pros and Cons of Recreational Marijuana at 2:30 p.m. in the MCCC Dining Room, on October 30, 2018. MCCC is involved in two Marshal Plan submissions, one with Rousch Performance and another with the Intermediate School District (ISD) and District schools. The second Manufacturing Boot Camp is in its third week. There are nine students in the cohort. Campus renovations continue on the East and West Technology buildings. Work continues on several grants, including one for Student Support Services. The President's State of the College Address is scheduled for November 12, at Monroe Bank and Trust Headquarters.

Cajie D'Cunha, Part-time Grant Writer, talked about a number of grant submissions currently in progress. He noted that he and various individuals across campus and the community are working on several grants.

- 15. Chair Dowler and Trustee Mason explained the reason for managing Board meetings in a more time-bound basis. Mrs. Dowler also reminded the audience of who speaks at Board meetings. Board meetings are for the Board members. To address the Board, individuals should be on the agenda prior to the meeting, or fill out a delegation form and turn it into the secretary at the beginning of the meeting, or be called upon by the Board.
- C. 3. b. (2) 16. The Board received and update on The Foundation.

Joshua Myers, Executive Director of The Foundation, stated he would present

The Foundation Annual Report at the January 2019 regular meeting of the Board of Trustees so that the newly elected Trustees could be present for it. The Annual Fund campaign went very well this year, increasing its funds from the 2017 year. Last year the Foundation raised about \$69,000 and this year they raised \$77,000 with a push goal of \$75,000. Two new endowed scholarships were added this year: the Ray Kessler Scholarship and Ethel Kay Rousseau Memorial Scholarship. Two new annual scholarships were also added: the Betty Swartout Memorial Scholarship and the William A. Noseworthy Memorial Scholarship.

This year, Campus and Community Events raised more money in sponsorships than ever before.

The Foundation received a significant gift from a longtime donor who passed away in January of this year, leaving 70 percent of her estate to the College for scholarships. This is the single largest scholarship endowment ever received by the College. More information will be released soon.

- C. 3. b. (3) 17. Grace Yackee, Vice President of Instruction gave the Board an update on non-credit enrollment and contract training. She thanked Barry Kinsey, Director of Workforce Development, Tina Pillarelli, Director of Lifelong Learning, and Mrs. Quri Wygonik, Coordinator of Research, Evaluation and Assessment, for providing the data and helping with the presentation. Total headcount for both Lifelong Learning and contract training, which includes business and industry classes, is up 6 percent. Headcount within the Lifelong Learning area is up 15.5 percent.

Business and Industry contract training enrollment is down 5 percent. Total contact hours are up 5 percent as compared to LLL which was up in head count, but down in contact hours. Contract training contract hours are up 30 percent.

Dr. Feldman, noted that on page 13 of the schedule, there is a course about protecting yourself from cancer. The last statement of the course description talks about “Diets that have cured cancer”. He stated that “ Unfortunately, there is no such diet.” He would like to see the statement removed, and he would like to see the instructor asked to produce her evidence. In his opinion, as an institution, we cannot present statements of “fact” which are not true. Dr. Yackee will look into the issue. Trustee Thayer brought up a concern of area farmers about the “one-way” information that is contrary to their beliefs and knowledge about farming and safety. Mrs. Pillarelli relayed that if there is a concern, individuals are welcome to come to her directly and talk.

- C. 4. b. (1) 19. Chair Dowler appointed Trustee Steve Hill to the Audit committee to replace the vacancy created by the resignation of Marjorie Kreps. The meeting will take place at 8:30 a.m., on November 12, 2018, in the Board of Trustees Room, Z-203.

- C. 4. b. (2) 20. Trustee Thayer gave an update on the October 24-27, 2018 ACCT Leadership Congress in New York.

Mrs. Thayer is a voting delegate and so attended many meetings. She is also now the chair of the ACCT National Nominating Committee for the next year.

Chair Dowler thanked Mrs. Thayer for her leadership and her communication.

Mrs. Thayer’s report is part of the permanent Board packet and can be obtained from the President’s office.

- C. 4. b. (2) 21. Chair Dowler noted the upcoming events with the following changes; the Veterans program begins at 6:00 p.m. (not 5:30 p.m.), and the next meeting of the Board of Trustees meeting is on November 26 (not the 25th).

22. *It was moved by Mr. Mason and supported by Mr. Hill that the meeting be adjourned.*

The motion carried and the meeting adjourned at 7:11 p.m.

Respectfully submitted,

Lynette M. Dowler  
Chair

Aaron N. Mason  
Secretary

/pd

These minutes were approved at the November 26, 2018 regular meeting of the Board of Trustees.