

MINUTES OF THE FIVE HUNDRED SEVENTY-NINTH
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., September 23, 2018

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

Also Present: Parmeshwar Coomar, Kevin Cooper, Lori Jo Couch, Randy Daniels,
Cajetan D’Cunha, AJ Fischer, Nicole Garner, Marjorie A. Kreps, Roger Kreps, Mike
Knabusch, Molly McCutchan, Tina Pillarelli, Kojo Quartey, Denise Robinson, Joe
Verkennes, Suzanne Wetzel, Quri Wygonik, Grace Yackee, Penny Dorcey (secretary)

1. Chair Dowler opened meeting at 6:00 p.m. and held a moment of silence for former Trustee, Dr. James E. DeVries.
2. There were no delegations present.
3. Item B. 4. a (1) and B. 4. A. (2) were moved to the beginning of the agenda by unanimous consent.

B. 4. a. (1) 4. *It was moved by Mrs. Thayer and Supported by Mr. Hill that Dr. Edward R. Feldman be appointed to fill the vacancy on the Board of trustees created by the resignation of Marjorie A. Kreps.*

Dr. Feldman has been a great advocate to the students and the staff. He has also served as an adjunct professor at Monroe County Community College and he worked tirelessly during the 2016 millage. Dr. Feldman also went through a stringent interview process when he was appointed to the Board in 2015. Having two vacancies on the board currently, makes it difficult to make a quorum unless the Board appoints a trustee.

The motion carried.

B. 4. a. (2) 5. Chair Lynette Dowler administered the *oath of office* to Dr. Feldman. Dr. Quartey welcomed him back to the Board and thanked his “warrior” friend.

B. 1. a. (1) 6. *It was moved by Mrs. Thayer and supported by Mr. Mason that the Consent Agenda be approved as presented.*

- B. 2. a. (1) Approval of the June 27, 2018 regular minutes and the July 16, 2018 special meeting minutes
- B. 2. a. (2) Authorization for President to Execute a Faculty Contract – Troy Elliot
- B. 2. a. (3) Authorization for President to Execute a Full-time Temporary Faculty Contract – Lisa Schaller
- B. 2. a. (4) Proposed Resolution Proclaiming October United Way Month

The Board moved that the following resolution proclaiming October, United Way Month be adopted:

WHEREAS, the United Way of Monroe County is entering its 2018-2019 campaign and will set another milestone goal that will see campaign pledges of over one million dollars, and

WHEREAS, the United Way is the largest single voluntary organization in Monroe County through which volunteers can channel their concern for people in need, and

WHEREAS, the United Way, largely because of the continued generosity and caring of employees of Monroe County Community College, can continue to grow and support a wider range of health and human care needs that directly benefit residents of Monroe County.

THEREFORE, BE IT RESOLVED by the Monroe County Community College Board of Trustees, that the College employees be encouraged to participate in the 2018-2019 United Way Campaign of Monroe County and receive the highest commendations and vote of thanks for their generous gifts to this vitally important cause, and

THAT IT BE FURTHER RESOLVED that the Monroe County Community College Board of Trustees proclaims the month of October 2018 'United Way Month' throughout the College district to emphasize the value and positive contribution United Way of Monroe County offers to our community and its residents on this Monday, September 24, 2018.

B. 2. a. (5) Recommendation of Group Three Directors

The Board moved that that the following individual be appointed a Group Three Director on The Foundation at Monroe County Community College Board of Directors for a three-year term expiring as indicated:

*Three-Year Term Expiring December 31, 2020
Marge Kreps.*

The motion carried.

B. 4. b. (3) 7. *It was moved by Mr. Mason and supported by Mr. Hill that the following resolution of commendation for Mrs. Marjorie A. Kreps be adopted:*

WHEREAS, Marjorie A. Kreps served as an elected trustee of Monroe County Community College from 2001-2018 and served as chair from 2002-2008;

WHEREAS, she served on the Board during the tenure of three of the five presidents in the 54-year history of MCCC;

WHEREAS, she was a strong advocate of the college who devoted countless hours to promoting it as an affordable, quality and student-centered higher educational option for Monroe County residents;

WHEREAS, she exhibited an exceptional record of leadership, service and accomplishment, serving as chair during critical points in the college's history, such as the opening of the La-Z-Boy Center and Meyer Theater in 2004; the completion of the "Realizing the Vision" campaign that same year, which raised nearly \$4.4 million to help fund the La-Z-Boy Center; multiple years of record credit enrollment; the introduction of a new Study Abroad Program during the 2006-2007 academic year; the establishment of an Upward Bound Program in 2007 through a federal grant of \$1 million; the expansion of the nursing programs and creation of a nuclear engineering technology program option in 2007-08, and initial work with legislators in 2007-2008 to bring funding for the Career Technology Center closer to fruition;

WHEREAS, she also served as a trustee during key college milestones such the funding and construction of the Career Technology Center, which opened in 2013, and the informational campaign for the 5-Year Maintenance and Improvement Millage proposal that passed 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,

WHEREAS, she served on numerous Board committees over the years, such as the Audit Committee, Board Officer Nomination Committee and Alumnus of the Year Committee.

WHEREAS, she displayed an unwavering commitment to keeping higher education affordable for the citizens of Monroe County, and

WHEREAS, she represented the college with dignity and professionalism, promoting the ideals of higher education and the mission of Monroe County Community College, and

WHEREAS, Monroe County Community College has benefited greatly from her devoted service.

THEREFORE, BE IT RESOLVED, that the citizens of the Community College District of Monroe County, Michigan, and the students, faculty, staff and administration of the college commend Mrs. Marjorie A. Kreps for services she has rendered to the district from 2001-2018, and

THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for her continued success, wellbeing and happiness on this Monday, September 24, 2018.

Mrs. Kreps stated that one of the most enjoyable experiences she had during her tenure was watching the faces of the parents of the Upward Bound students at the program ceremony.

Dr. Quartey thanked Mrs. Kreps for opening her home to various college events such as inviting millage campaigners a place to regroup and have a warm cup of hot chocolate, to hosting the annual graduation after party for the board. He noted she is a very strong student advocate and has traveled to Lansing multiple times to support at events such as the Phi Theta Kappa luncheon.

The motion carried.

8. *Items C. 3. b. (2) and C. 3. b. (3) were moved up in the agenda by unanimous consent.*

- C. 3. b. (2) 9. Nicole Garner, Professor of Nursing, thanked the board for allowing her the opportunity to take a sabbatical during the winter 2018 semester, and gave them a brief presentation of her research. Dr. Garner's proposal was approved and completed between January and July of 2018. She received final approvals of her dissertation and conferral of her degree at the beginning of August. She is the first Professor of Nursing at Monroe County Community College to complete her Ph.D. in Nursing. Dr. Garner completed the very first study of non-nursing courses impact on NCLEX-RN pass-rates that included a large sample of in Associate Degree Nursing Programs. The findings indicate that non-nursing courses' are not a significant subsystem in nursing education when the sole outcome used is NCLEX-RN pass-rates. This study can help nursing faculty to make better evidence-based decisions when choosing one non-nursing course over another. Dr. Garner has been directed to publish her work and present it at several national conferences.

Dr. Feldman stated that Dr. Garner's work was an important study and exceptionally well done. Dr. Garner noted that MCCC does not require a chemistry course for the nursing program. ACEN does not give direction to institutions on non-nursing courses. Program courses must fit within five semesters. Dr. Garner's complete report and PowerPoint Presentation are on file with the permanent Board file and can be reviewed in the President's Office.

- C. 3. b. (3) 10. Andrew McCain, Program Coordinator Agricultural Operations, gave an update to the Board on the progress of the program. Mr. McCain has been with the College for a little over one year now. This year the program had seven returning students and it gained nine new students, for a total of 16 students in the second year program. There is great community support for the program, especially from the agriculture community. The Farm Bureau adopted a resolution at their annual meeting last Thursday, thanking the College and Mr. McCain and vowing to continue their support for the program. The resolution passed unanimously and will move up to the State annual meeting for approval. Dr. Quartey noted that the Farm Bureau also made a resolution two years ago that MCCC implement an agricultural program in order for them to support the College millage.

One of the biggest endeavors this year was the urban farming community plots and agricultural test plots. This has become a live learning lab for the agricultural students. A \$79,000 MDARD Specialty Crop/Urban Farm Grant, written by Dr. Quartey and awarded to MCCC last year, supports these programs. This grant also allowed MCCC to hire four, part-time community farm caretakers. As of last week, the caretakers have harvested over 3,000 pounds of produce, and given it away to the community, which includes the Arthur Lesow Community Center, several retirement centers, and senior homes.

The community farm is striving to educate and serve the community. The team has grown a little over 100 pumpkins and Mr. McCain and his team are working on a plan to bus children to the farm so they can pick their own pumpkins and have a pumpkin carving contest. Upcoming educational trainings include a canning session, and ‘How to Cook What You Grow’.

Other activities included building raised garden boxes for the Selma Rankins Gardens and hosting a couple of festival days where people came and painted the boxes and fence around those gardens. A couple of area schools have visited the farm to take tours. One visit occurred while one of the leading researchers of soybean cyst nematodes cover crop research was planting soybean crops, so students were able to ask him questions.

MCCC is the tenth community college in the state to partner with MSU’s Agriculture Technology program. Recently, John Deere partnered with one of these schools on the west side of the state and has committed to give the program financial support and equipment.

The program held its first “Ag’ Field Day to which the public was invited to learn what the research from the test plots provided. All nine of the ‘Ag’ students participated and learned about the opportunities that exist in the area of agriculture. Sparty was also in attendance at the Field Day, and the event was a success. The MCCC Entomology and Plant Pathology courses directly correlate to the research in the cover crop fields. Stoneco provided \$5,000 worth of materials for stone driveway that leads to the fields.

Mr. McCain’s presentation included some areal shots of the community garden and the tests plots over the months of May through the end of July. The pictures were taken by one of his agriculture students who is in the MSU drone program. The student was able take an elective, which allowed him to get his commercial drone license.

This summer the Program hosted an ‘Ag’ Awareness summer camp, which was attended by about 12 students. The students listened to different speakers, learned about planting, and participated in drone day.

Bill Bray, President of the Monroe Bee Club, reached out to Mr. McCain and offered to donate about \$1,000 of beehives and bees. The bee program was a success and also part of the summer ‘Ag Camp’. Ag Camp showed students what bees really do for people and their environment. Students received a jar of honey and a t-shirt at the end of camp.

Mr. McCain’s complete PowerPoint Presentation is on file with the permanent Board file and can be reviewed in the President’s Office.

- B. 4. b. (4) 11. *It was moved by Mr. Mason and supported by Mr. Hill that the Monroe County Community College Board of Trustees certifies that Monroe County Community College not only meets but exceeds the best practice standards required by Section 230 of Michigan Public Act 265 of 2018, the education omnibus appropriations act for fiscal year 2019, as the attached table demonstrates.*

The motion carried.

- B. 4. b. (5) 12. *It was moved by Mrs. Thayer and supported by Mr. Mason that the 2014-2017 Strategic Plan be extended until June 30, 2019 to allow for the completion of the planning process for the new Strategic Plan.*

The motion carried.

- B. 4. b. (6) 13. *It was moved by Mrs. Thayer and supported by Mr. Mason that Policy 1.60, MCCC Mission Documents be adopted as presented.*

Joe Verkennes, Director of Marketing Communications, and Quri Wygonik, Coordinator of Research, Evaluation and Assessment, presented information on the revision of Policy 1.60, MCCC Mission Documents. Mr. Verkennes gave the Board a brief background on the process involved to revise the document. Mrs. Wygonik provided a quantitative follow-up on the

mission, vision values at MCCC. Both presentations are part of the Board packet and can be accessed in the President's Office.

The motion carried.

- C. 2. a. (1) 14. The Board received a note of gratitude from Tessa Galepied for the awarding of her Presidential Scholarship.
- C. 2. a. (2) 15. The Board received a note of thanks from Sue Metzger for the memorial sent at the passing of her husband, Dan Metzger, MCCC Faculty Emeritus.
- C. 3. a. (1) 16. President Quartey reported the following faculty contracts and staff resignation:

1st Year Probationary Faculty Contract:

Troy Elliot, Assistant Professor of Product & Processing, effective August 20, 2018 to May 8, 2019

Full-time Temporary Faculty Contract:

Schaller, Assistant Professor of Construction Management, effective August 20, 2018 to December 14, 2018 (Fall 2018 only)

Resignation

Voyantzis, Payroll Accountant, effective September 4, 2018

- C. 3. a. (2) 17. The Board received a note of thanks from Ann Gerweck for their kindness and the donation sent at the passing of her brother-in-law, Kelly Wagner (enclosure).
- C. 3. a. (3) 18. The Board received a note of and appreciation from Penny Dorcey for the flowers sent after her surgery (enclosure).
- C. 3. a. (4) 19. The Board received a note of thanks from Renee Drouillard for the memorial sent at the passing of her mother-in-law, Marylou Bastien (enclosure).
- C. 3. a. (2) 20. The Board received a Statement of General Fund Revenues and Expenses for the period ending August 31, 2018.

Suzanne Wetzel, Vice President of Administration/Treasurer, noted that that there is no revenue under State Funding. This is because the State budget runs October through August. Fall tuition and fees for credit classes are unfavorable to budget by a little over \$100,000.

Total expenses are slightly up compared to last year because this August there were three payrolls. This occurs two months out of each year and balances out by the end of the year.

The auditors are onsite until mid-October. The single audit team is on campus this week. They are working with AJ Fischer, Director of Financial Services, and Valerie Culler, Director of Financial Aid. The onsite work for The Foundation audit has been completed. The Board will receive a presentation on the audit in November. The revenues over expenses for 2017-2018 were estimated at about \$1 million. The Administrative office still feels confident in that number.

The next payment (\$718,000) on the HVAC loan is due September 30, and will be paid this week. There is money set aside and on hand for the payment. After the payment, the remaining balance is \$14,000,280 million.

Mrs. Wetzel gave a brief update on the millage projects. The Life Science building is almost done. Some of the trees planted around the building have died and will be replaced over the next month. There is also a roof patch that has yet to be addressed.

The phase 400 plans for the East and West Technology building project have been submitted to the State and are being reviewed. They should be completed by the end of this week and back to the College with the State's comments. In addition, project committees are working on the new phone, security camera, and key card systems. Construction documents are in process pending the arrival of the phase 400 drawings and whatever corrections the State might want. The goal is to have bids in by the end of October. Repairs to the Student Services Administration Building roof will start the first week of October. This will be a three-week project. Sidewalk repair and replacement begins October 1, and will last approximately five days.

Mrs. Wetzel thanked everyone involved with helping to relocate people due to the current renovations. The Maintenance Department is cleaning out the building and are on their fourth dumpster of scrap. A fifth dumpster will be delivered tomorrow.

At the next meeting, the Board will receive the Five-Year Master Plan for approval before it is submitted to the State. The plan includes the College's 2020 capital budget requests. Ms. Wetzel is working with Jack Burns Jr., Director of Campus Planning and Facilities, and Dr. Grace Yackee, Vice President of Instruction on the renovations and new construction in the Health Education Building. This project will be the College's first choice for the capital outlay requests.

Ms. Wetzel reported on the progress of the DTE Tax Tribunal. Both the city and the township have filed their initial responses to the Tax Tribunal. The city has hired an attorney to assist them, and Frenchtown Charter Township working on hiring their attorney and their experts. Currently they are gathering information and data. The city is still hopeful to negotiate a settlement with DTE that's fair and reflects the value of the plant. Negotiations are ongoing. There is a chart in the Budget Book that shows the impact on the College in terms of its General Fund Revenues. The College also still has three years on the 5-Year Millage Maintenance and Replacement Fund. Work on the DTE Tax issue continues and further updates will follow. While the College is an interested party, the negotiations are between DTE and the City. A cost-sharing proposal will be brought forward later. The cost of the defense will be well over \$1 million dollars for city, which will be equally divided between taxing authorities, based on their percentage of revenues. After a vetting process, the City has retained the office of Foster Smith Collins & Smith to represent their interest at the tribunal.

- C. 3. b. (1) 21. President Quartey summarized his reports to the Trustees, which he sends every other week.

Fall enrollment is down from last year. MCCC's newly hired grant writer, Cajie D'Cunha, is working several grants at this time (Trio Grant, Student Support and Talent Search, the Governor's "Marshal Plan", and a Sexual Assault Grant). The recent candidate forum was a success and all candidates were present. Potential hot points were well handled by Dan Shaw, Professor of Journalism and Humanities, and Ray Kisonas, Editor, Monroe News. Ray Kisonas did an excellent job moderating the event. Dan Shaw and Michael Snyder are planning a forum for the Board of Trustees candidates. Dr. Quartey thank Lynette Dowler for making the Detroit Symphony Orchestra event possible. All went well this last weekend. Last Thursday and Friday, Dr. Quartey, attended the MCCA Fundraising Academy in Lansing, along with Joshua Myers, Executive Director of the Foundation, Suzanne Wetzel, Vice President of Administration/Treasurer, Victor Bellestri, President of The Foundation, and Troy Elliot, Assistant Professor of Product and Processing. The symposium was very successful. Additionally, Dr. Randy Daniels, Vice President of Student and Information Services, completed the MCCA Leadership Academy, and he graduated from the academy at the MCCA Summer institute this past July.

- C. 3. b. (2) 22. This item was moved up in the agenda.

- C. 3. b. (3) 23. This item was moved up in the agenda.

- C. 3. b. (5) 24. The Board received the Fall 2018 Enrollment Update from Mar Hall, Director of Admissions and Guidance.

Enrollment is down again 5.7 percent this fall. Transfer student enrollment continues its up and down trend, but has stayed around the 1800-1700 number for the last five years. Career programs have gone significantly and have seen a steady decline. This

is probably due to the rising economy. The mean age stayed at 22.9 years. Full-time and in-county student enrollment each went up by 1 percent. Out-of-state student enrollment continues a steady decline, which speaks to the College's tuition increases for out-of-state students.

Of the 28 colleges in Michigan, three have shown increased enrollment and the other 25 are down. Glen Oaks is up 10 percent, which is due mostly to dual enrollment, and Oakland Community College is down 11 percent.

Currently, Dual enrollment and Direct College comprise 28 percent of MCCC's student population. Out of the 2018 graduating class in Monroe County public and St. Mary's Catholic Central, 33 percent took a Direct College or Dual Enrollment class. That is 33 out of 1585. Out of that, 67 percent completed an application for MCCC.

This year, MCCC is having a recruiting event for high school students at its Fall Welcome Back Barbecue. The area high schools have been requesting the College have an event for high school seniors the day they take their PSAT test to get them off campus when giving the State test. Last year, Monroe and Jefferson high schools came to the barbecue. Administrators thought it would be a good idea to have all the high schools at MCCC's fall barbecue. The event has a robust atmosphere with food, student club displays, campus tours, t-shirts and other give ways, and a band.

- C. 4. b. (1) 25. Trustees Mason, Bruck, and Thayer and Dr. Quartey commented on the Michigan Community College Summer Conference they attended July 24, July 27, 2018, in Traverse City.

Mr. Mason spoke about the session called "Futurist," which highlighted how fast education will be changing in the near future with enrollment, trying to find students, adding value to people's lives, and how many miles behind we are from where we need to be. The speaker was good. The session was similar to corporate training at other organizations.

There were some negative connotations in "The Futurist Exposed." It was less respectful to the whole broad spectrum of the audience. There were political

updates that had similar negative connotations as well. One of the things we must remember in our environment is that we need to be respectful to the whole range of students and their backgrounds and try to meet them where they are at, and be respectful to them. The culture at MCCC is that we do that. There was some good value that came from all of the speakers.

Everything is shifting in education. How we do things today is not how we will do things in two or three years. We need to be forward thinking enough to make sure we are there quick enough. Discussion was had about open source textbooks, saving costs to students with online books, and how student loans can be so overwhelming to students that they give up and drop out of school. Suzanne Wetzel noted that the bookstore is working with Cengage to implement an online book program, and some instructors have already opted to move to that option. Kelly Heinzerling, Director of Purchasing and Auxiliary Services, stated that the program will begin in late winter. If students bundle multiple e-texts, they get a major cost break, and they can purchase a hard copy for an additional \$7.99 plus shipping. Some instructors are already trying to cut costs for students.

Mr. William Bruck related that there seems to be an assumption that because you are in education you lean a particular way politically, and that was irritating in some respects. The other assumption was that every college board has the same issues, they are non-diverse, non-inclusive, and there is no continuity on the board. Mr. Bruck was impressed that the MCCC Board has not had those issues. He doesn't feel there is a non-diversity issue in Monroe. It seemed that some of the other community college boards have major hurdles, and heartache amongst board members. MCCC's board is made up a diverse set of thinkers. Some boards were more "same thinkers." We do not seem to have as many issues as other boards.

Mrs. Mary Kay Thayer noted that there are times when boards are difficult. Just one board member can change the whole dynamic of the team. Mrs. Thayer congratulated Dr. Quartey on his new position as chairman of the MCCA Board. Dual enrollment across state lines is still causing problems for MCCC. The Marshall Plan has huge

flaws because only the Intermediate School district or the K-12 system can write them. The Association of Community College Trustees (ACCT) announced that the Department of Education is being eliminated or blended with the Department of Labor.

Chair Dowler thanked the Trustees and Dr. Quartey for attending the Summer Institute.

Dr. Quartey noted a discussion on transfers. Some schools are much more strict about credit transfers. This is a concern for MCCC with larger institutions. The next MCCA Presidents meeting is in Gogebic, Michigan on October 4-5. Kojo gave an explanation about cross-border dual enrollment. Lourdes is now teaching English and math at our high schools. Two of our legislators voted for the legislation. We have proposed new language to counteract this. If students take college classes in Ohio, the credits will transfer in Ohio, but not in Michigan.

- C. 4. b. (2) 26. Chair Dowler reported that, Trustee Marjorie A. Kreps turned in her letter of resignation to the Board, effective June 27, 2018. A copy of her letter is included in the Board packet.
- C. 4. b. (2) 27. Chair Dowler noted the upcoming events.
28. *It was moved by Mrs. Thayer and supported by Mr. Mason that the meeting be adjourned.*

The motion carried and the meeting adjourned at 8:17 p.m.

Respectfully submitted,

Lynette M. Dowler
Chair

Aaron N. Mason
Secretary

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These minutes were approved at the October 29, 2018 regular meeting of the Board of Trustees.