

BOARD OF TRUSTEES
MONROE COUNTY COMMUNITY COLLEGE
MONROE, MICHIGAN 48161
(734) 242-7300, Ext. 4311

Monroe County Community College
The Board of Trustees Room, Z-203
1555 S. Raisinville Rd
Monroe, MI 48161
5:30 p.m., June 24, 2024

BUSINESS MEETING AGENDA ITEM

A. Call to Order

Call to Order by Chair of the Board

Public Hearing – Suspend the regular order of business to conduct the public hearing on the 2024-25 budget. The Chair will entertain questions from the audience with regard to the 2024-25 budget material. The millage rate to be levied for operating purposes for 2024-25 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 2024-25 fiscal year be reaffirmed as .85 mills of ad valorem property tax. If there are no further questions, the Chair will declare the public hearing adjourned.

B. Recommended Actions

1. Routine Matters

a. Polling of audience for delegation recognition

2. Consent Agenda

(All items on the Consent Agenda are considered routine by the Board of Trustees and will be approved by one motion unless a Trustee requests that an item be removed and acted upon as a separate agenda item.)

B. 2. a. (1) Approval of the May 28, 2024 Minutes of the Regular Meeting and the June 3, 2024 Minutes of the Special Meeting of the Board of Trustees (enclosures)

B. 2. a. (2) Authorization for the President to Execute an Administrative Contract (enclosures)

Recommended motion: *“that the Board authorizes the President to execute a one year non-continuing contract for the following administrator:*

*Anthony Quinn, Director of Upward Bound
Non-continuing contract renewal
Effective August 31, 2024, through September 1, 2025.”*

- B. 2. a. (3) Board Authorization for the President to Execute a Probationary Faculty Contract (enclosure – delivered under separate cover)

Recommended motion: *“that the Board authorizes the President to execute a third-year probationary faculty contract to:*

*Elizabeth Hartig, Faculty Reference Librarian Public Services
Third-Year Probationary Contract
Effective August 15, 2024 through June 30, 2025.”*

- B. 2. a. (4) Authorization for the President to Execute a Professional Staff Contract (enclosures)

Recommended motion: *“that the Board authorizes the President to execute a one-year professional staff contract for the following individual:*

*Larry Smith, Academic Skills Coordinator – Monroe High School
One-Year Professional Staff Contract
Effective June 3, 2024.”*

3. Old Business

4. New Business

- B. 4. a. (1) Resolution to Adopt the 2024-25 Budget and Reaffirm Millage Rates (to be delivered under separate cover – Board members only)

Recommended motion: *“that the 2024-25 MCCC budget be approved as presented and that the millage to be levied for operating purposes for the 2024-25 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 2024-25 fiscal year be reaffirmed as .85 mills of ad valorem property tax.”*

- B. 4. a. (2) Proposed Board Resolutions for M&R Renewal and Headlee Override Ballot Language

M&R Renewal:

Recommended motion: *“that the Board authorizes that the following ballot language be placed on the November 5, 2024, general election ballot:*

WHEREAS, the Board of Trustees has determined that, in its exercise of its statutory duties and in order to best serve the needs of the College, a zero-increase renewal of .85 mill be levied by Monroe County Community College for a period of

5 years (2026–2030) to be used for renovation and upgrade of the College’s infrastructure and facilities, which will include safety projects, accessibility projects, technology projects, learning environment projects, and maintenance projects.

WHEREAS, the Proposed Ballot Language will read as follows:

ADDITIONAL MILLAGE PROPOSAL

The millage proposal would allow the Community College District of Monroe County to levy a zero-increase renewal of .85 mill for a period of 5 years (2026–2030), for renovation and upgrade of the infrastructure and facilities of Monroe County Community College which will include safety projects, accessibility projects, technology projects, learning environment projects, and maintenance projects.

Shall the total limitation on the amount of taxes which may be assessed against all taxable property in the Community College District of Monroe County, County of Monroe, Michigan, except property exempted by law, be renewed by .85 mill (\$0.85 per \$1,000 of taxable value) and levied for a period of 5 years (2026–2030), to provide funds for renovation and upgrade of the infrastructure and facilities of Monroe County Community College which will include safety projects, accessibility projects, technology projects, learning environment projects, and maintenance projects? If approved, this millage would raise an estimated \$6.7 million for the College District in 2026 (this is a renewal of millage which will expire with the 2025 levy).

Yes

No

THEREFORE, BE IT RESOLVED, that this ballot language be submitted to the County Clerk of Monroe County, Michigan, for submission to the electorate of the Community College District of Monroe County at the general election to be held on November 5, 2024.

THAT IT BE FURTHER RESOLVED, that all other resolutions and/or all parts of other resolutions that conflict with this resolution are rescinded.”

Headlee Override:

Recommended motion: “that the Board authorizes that the following ballot language be placed on the November 5, 2024, general election ballot:

WHEREAS, the Board of Trustees has determined that, in its exercise of its statutory duties and in order to best serve the needs of the College, a Headlee

Amendment Override to restore the operational millage to 2.25 mills be levied by Monroe County Community College for a period of 5 years (2025–2029) to be used to operate and maintain Monroe County Community College.

WHEREAS, the Proposed Ballot Language will read as follows:

ADDITIONAL MILLAGE PROPOSAL

This millage proposal, if approved, would allow the Community College District of Monroe County to restore the levy up to, but not more than, the 2.25 mills previously approved by the voters of Monroe County, to provide in part the funds to operate and maintain Monroe County Community College. The levy authorized by this proposition of .0706 mills represents a restoration of the authority, which was reduced by application of the Headlee Amendment.

Shall the limitation on the total amount of taxes which may be assessed against all taxable property in the Community College District of Monroe County, County of Monroe, State of Michigan, as defined by law, be increased up to the 2.25 mill (\$2.25 on each \$1,000) previously approved by the electors for five (5) years, 2025 to 2029, inclusive, to provide funds to operate Monroe County Community College and to restore any Headlee Reduction which may occur from 2025 to 2029. Of the 2.25 mills, .0706 represents that portion authorized previously by the electors as reduced by operation of the Headlee Amendment. It is estimated that the revenue the Community College District of Monroe County will collect if the millage is approved and levied in the 2025 calendar year shall be approximately \$535,912 from the local taxes authorized in this proposal.

Yes

No

THEREFORE, BE IT RESOLVED, that this ballot language be submitted to the County Clerk of Monroe County, Michigan, for submission to the electorate of the Community College District of Monroe County at the general election to be held on November 5, 2024.

THAT IT BE FURTHER RESOLVED, that all other resolutions and/or all parts of other resolutions that conflict with this resolution are rescinded.”

B. 4. a. (3) Resolution of Commendation for Mr. Jeffrey VanSlambrouck

Recommended Motion: *“that the following resolution of commendation for Mr. Jeff VanSlambrouck be adopted:*

WHEREAS, Mr. Jeff VanSlambrouck has decided to retire from his position as assistant director of campus planning and facilities for Monroe County Community College, effective June 28, 2024, and

WHEREAS, he has given more than 44 years of dedicated service to the college, serving as a student assistant, Group I - general maintenance worker, Group III - power systems trainee, Group IV - power systems operator, Group V - power systems chief and maintenance/grounds foreman, and

WHEREAS, he has obtained several licenses and certifications during his career to assist with better maintaining the college facilities and enhancing his leadership skills, such as earning a high-pressure steam boiler operator's license and the Certified Building Operators (CBO) endorsement, as well as completing the Michigan Chapter of the Association of Physical Plant Administrators (MiAPPA) Supervisor Training program, and

WHEREAS, he has cemented a strong legacy as a mentor, role model and trainer by helping to foster a high level of professionalism within the Facilities Department staff while successfully guiding numerous employees through their training regimen, all of whom have gone on to become outstanding power systems operators, and has also served in many leadership roles during his tenure at the college, including participating on many hiring committees for administrators, professional staff, maintenance and support staff, and

WHEREAS, he has been a voice for change and innovation on campus, embracing and helping to implement several new state-of-the-art technological and mechanical updates such as the campus-wide geothermal HVAC system while assisting with the design and construction administration for many capital projects, such as the construction of the La-Z-Boy Center, Career Technology Center, the addition and renovations to the Life Sciences Building, the installation of the campus-wide emergency power generators, the renovations and additions to Founders Hall, and the renovations and additions to the Campbell Academic Center, and

WHEREAS, everyone associated with Monroe County Community College has benefited from the diligence and commitment he has put into his work on behalf of the college and its mission, and

WHEREAS, he will be remembered as an admired co-worker and outstanding employee who demonstrated an impeccable work ethic, love of learning and commitment to the college and its students.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Mr. Jeff VanSlambrouck 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 24, 2024.”

B. 4. a. (3) Resolution of Commendation – Mr. Bryan Rorke

Recommended Motion: *“that the following resolution of commendation for Mr. Bryan Rorke be adopted:*

*WHEREAS, Mr. Bryan Rorke, has decided to retire from his position as Supervisor
WHEREAS, Mr. Bryan Rorke, has decided to retire from his position as supervisor for custodial services with Monroe County Community College, effective July 1, 2024, and*

WHEREAS, he has given more than 36 years of dedicated service to the college, starting as a ground crew student assistant and then being hired as a Group I - General Maintenance worker serving on both the grounds and custodial teams, and

WHEREAS, after graduating from MCCC he went on to further his education by earning a bachelor’s degree in business administration with a concentration in human resources from Eastern Michigan University, and

WHEREAS, he has obtained several licenses and certifications to enhance his job performance and assist the college, including aquatic and pesticide applicator, underground storage tank monitoring, and the Certified Cleaning Technician recognition through the International Sanitary Supply Association, and

WHEREAS, he has served as a mentor, role model and trainer helping to foster a high level of professionalism within the Facilities Department staff while successfully guiding numerous employees through their training regimen – all of whom have gone on to become outstanding general maintenance workers further adding to his legacy as a supervisor, and

WHEREAS, he has served in many leadership roles during his tenure at the college, including serving on numerous committees such as Diversity, Presidential Search, Professional Enrichment, Health Insurance and Institutional Governance. He also served as president of the MCCC Maintenance Association bargaining unit and has participated on several of the contract negotiation teams, and

WHEREAS, he has been a voice for change and innovation on campus, embracing and helping to implement several new solutions and methodologies used in cleaning practices, including ones focused on environmentally responsible and sustainable natural alternatives to the continued use of harsh chemicals, and

WHEREAS, everyone associated with MCCC has benefited from the diligence and commitment he has put into his work on behalf of the college and its mission, and

WHEREAS, he will be remembered as an admired co-worker and outstanding employee who demonstrated an impeccable work ethic, love of learning and commitment to the college and its students.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Mr. Bryan Rorke 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 24, 2024.”

B. 4. a. (4) Resolution of Commendation – Mrs. Linda Hawley

Recommended motion: *“that the Board adopt the following resolution of commendation for Mrs. Linda Hawley:*

WHEREAS, Mrs. Linda Hawley has decided to retire from her position at Monroe County Community College, effective June 30, 2024, with her last day of work being June 28, 2024, and

WHEREAS, she has diligently served MCCC as a person endowed with administrative, accounting and financial services expertise for the past 37 years, and

WHEREAS, she began her career at MCCC in 1987, serving the college as an accountant in the Business Office particularly involved in the review, tracking and reporting of various grants and also performed student receivables accounting. She also engaged in other services within the department that supported student success, such as performing student account analysis, refunds and financial aid checks, as well as establishing and maintaining relationships with others in offices strategic to the student receivables effort and building a more informed understanding of critical dates and timetables that matter greatly to students and internal and external stakeholders, and

WHEREAS, she began serving the college more diversely within the Office of Finance and Administration and was promoted to the position of financial services coordinator to encompass a broader impact she would have. She took on additional, critical tasks related to grants accounting, budgeting, financial reporting, audit work and student tax documents, as well as continuing to secure funds for the college as its official representative to request and draw down monetary funds from its federal account, and

WHEREAS, she served the college in many other roles to help it meet its goals, such as chairing the Campus Community Events committee; volunteering at the Family

Fun Night event, Challenge Cup and MCCC's Monroe County Fair Booth; serving on hiring committees and The Foundation at MCCC Grants Program Committee; participating in job shadow opportunities, and helping plan office personnel workshops, and

WHEREAS, she managed a wide variety of essential tasks and details associated with financial and administrative matters to perform functions that were diverse, complex, and much of the time, non-supervised, and

WHEREAS, she was highly dependable and exhibited an excellent work ethic, always going the extra mile to ensure the daily activities of the Business Office and Office of Finance and Administration were completed, and

WHEREAS, she provided excellent customer service to students, employees, vendors, agencies and others with whom she interacted on a daily basis.

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognizes Mrs. Linda Hawley for her 37 years of dedicated service to Monroe County Community College, and

THEREFORE, BE IT RECORDED that the Board of Trustees expresses its very best wishes for her continued success, well-being, and happiness on this Monday, June 24, 2024."

B. 4. a. (5) Resolution of Commendation – Mrs. Cheryl Prenkert (Delivered under separate cover)

Recommended motion: *“that the Board adopt the following resolution of commendation for Mrs. Cheryl Prenkert:*

WHEREAS, Ms. Cheryl Prenkert, has decided to retire from her position as administrative assistant for the Upward Bound Program with Monroe County Community College, effective July 26, 2024, and

WHEREAS, she has given 16 years of dedicated service to the college, serving initially as MCCC Bookstore cashier and transitioning in 2015 to serve as Upward Bound Administrative Assistant, and

WHEREAS, she has completed many training sessions including Microsoft Teams, Title IX, ADA, Conflict Management, Active Shooter, Fire Safety, Workplace Bullying and Mental Health First Aid, and

WHEREAS, she spearheaded going online during the pandemic, and

WHEREAS, she was instrumental in going paperless after the pandemic,

WHEREAS, she constantly updated all student information with the Upward Bound students, and

WHEREAS, everyone associated with Monroe County Community College has benefited from the diligence and commitment she has put into her work on behalf of the college and its mission, and

WHEREAS, she will be remembered as an admired co-worker and outstanding employee who demonstrated an impeccable work ethic, love of learning, and commitment to the college and its students, and

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Ms. Cheryl Prenkert for her 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 her continued success, well-being, and happiness on this Monday, June 24, 2024.”

B. 4. a. (6) Board of Trustees Schedule of Meetings for the Fiscal Year 2024-25

Recommended motion: “that the schedule of meetings of the Board of Trustees for the fiscal year 2024-25 be adopted as follows: Time: 5:30 p.m. Place: Board of Trustees Room, Z-203 La-Z-Boy Center*

**The April 28, 2025, meeting will be held at the MCCC Whitman Center, 7777 Lewis Avenue, Temperance, Michigan.*

<i>Monday, September 23, 2024</i>	<i>Monday, March 24, 2025</i>
<i>Monday, October 28 2024</i>	<i>*Monday, April 28, 2025 (Whitman)</i>
<i>Monday, November 25, 2024</i>	<i>Monday, May 19, 2025</i>
<i>Monday, January 27, 2025</i>	<i>Monday, June 23, 2025.”</i>
<i>Monday, February 24, 2025</i>	

B. 4. a. (7) MCCA Representation for 2024-2025

Recommended motion: “that the following individuals be designated to represent the Board before the Michigan Community College Association Board of Directors for the 2024-25

<i>Trustee Director</i>	_____
<i>Alternate Trustee Director</i>	_____
<i>President Director</i>	<i>Dr. Kojo A. Quartey.”</i>

B. 4. a. (8) Authorization for a Special Liquor License

Recommended motion: “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:

- *Simply Queen (Queen Tribute) — September 20, 2024 – Meyer Theater*
- *Thunderbeards (ZZ Top Tribute) — October 12, 2024 – Meyer Theater*
- *Square Pegz (80s Music) — January 11, 2025 – Meyer Theater*
- *The American Ride (Toby Keith Tribute) — January 25, 2025 – Meyer Theater*
- *Motor Town All-Stars (Motown Tribute) — February 8, 2025 – Meyer Theater*
- *Imposters in Effect (Beastie Boys Tribute) — March 1, 2025 – Meyer Theater*
- *David Koechner (Comedian) — March 8, 2025 – Meyer Theater*
- *Class of ‘98 (90s Music) — March 29, 2025 – Meyer Theater.”*

- B. 4. a. (9) Proposed Policy Revision – Policy 11.01, Part-Time Support Staff Salary Schedule (enclosure)

Recommended motion: “that Policy 11.01, Part-Time Support Staff Salary Schedule, be revised as revised.”

C. Information and Proposals

1. Delegation
2. Non-staff Communications and Reports
3. President and Staff

- C. 3. a. (1) Staff Appointment, Probationary Faculty Contract, Non-continuing Contract Renewal, Retirement etc.

Staff Appointment:

Emily Balog, Technical Services Assistant, effective June 17, 2024 (replacing Kayla Richards)

One-Year Probationary Professional Staff Contract:

Larry Smith Jr, Academic Skills Coordinator – Monroe High School, effective June 3, 2024, (replacing Jeff Rubley)

3rd Year Probationary Faculty Contract:

Elizabeth Hartig, Faculty Reference Librarian Public Services, effective August 15, 2024 through June 30, 2025

Non-continuing Contract Renewal:

Anthony Quinn, Director of Upward Bound, effective August 31, 2023 through September 1, 2024 (Title III Grant position)

Retirements:

Linda Hawley, Financial Services Coordinator, effective June 30, 2024

Bryan Rorke, Maintenance Chief, effective July 1, 2024

Cheryl Prenkert, Administrative Assistant for Upward Bound, effective July 26, 2024

Resignation:

Kailyn Bates, Educational Advocate - Admissions, effective June 28, 2024

- C. 3. a. (2) Statement of General Fund Revenues and Expenses for the Period Ending May 31, 2024 (enclosure – delivered under separate cover)
- C. 3. b. (1) President’s Report (enclosure – delivered under separate cover)
- C. 3. b. (2) Closed Session – Closed Session – Discussion of the President’s Contract, Evaluation, and Goals

Recommended Motion: *“that the Board meet in closed session in accordance with section 8(a) of the Michigan Open Meetings Act to consider a periodic, personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing.”*

4. Board Member and Committee Reports

- C. 4. b. (1) Update: Michigan Community College Association (MCCA) Board of Directors Meeting, May 16-17, 2024 (M. Thayer)
- C. 4. b. (2) Board Self-evaluation Discussion
- C. 4. b. (3) Update: Board Email
- C. 4. b. (4) Update: Board Management Software
- C. 4. b. (5) Update: Board Evaluation Calendar
- C. 4. b. (6) Upcoming Events

July 31-August 2 – MCCA Summer Conference, Traverse City

July 28, 11:30 a.m. – Fair Parade, Jones Avenue, Monroe

July 28-August 3 – Monroe County Fair, Monroe County Fairgrounds

August 20, 6:00 p.m. – The Foundation Scholarship Dinner, HEB Multipurpose Room

September 13, 8:30 a.m. – MCCC Alumni Golf Outing, Carrington Golf Club
September 15-22 – Monroe Family YMCA Corporate Cup Challenge (various locations)

Other Events:

Events at MCCC: <https://www.monroecc.edu/events>

Archives: <https://www.monroecc.edu/happenings>

Monthly editions of “Happenings” will resume in August.

D. Adjournment

If you have a disability and need special accommodations, please contact the Office of Human Resources at least five business days before the scheduled meeting by calling (734) 384-4245, or by writing to this office at Monroe County Community College, 1555 South Raisinville Road, Monroe, MI.