

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

Warrick Student Center,
The Dining Room
5:30 p.m., October 28, 2024

BUSINESS MEETING AGENDA ITEM

A. Call to Order

Call to Order by Chair of the Board

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 September 24, 2024, regular meeting minutes (enclosures)

3. Old Business

4. New Business

B. 4. a. (1) Resolution of Commendation – Janice Hylinski

Recommended motion: *“that the following resolution of commendation be adopted for Ms. Janice Hylinski:*

“WHEREAS, Janice Hylinski will retire from her position at Monroe County Community College, effective October 31, 2024, and

WHEREAS, she diligently served students and the community since she was hired as a digital services assistant in April of 2007, and

WHEREAS, she digitized and archived the entire collection of the school newspaper, The Agora, and the fine arts magazine, Images, and,

WHEREAS, she organized the entire library collection of books for transport to the newly renovated Library in the Campbell Academic Center in the summer of 2022, and

WHEREAS, she engaged in continual professional development during her employment at MCCC, most recently earning the Mental Health First Aid Certification in 2023, and

WHEREAS, as the college dealt with the institutional impact of the COVID-19 pandemic, she was instrumental in maintaining excellent student service by learning new software, assisting Disability Services, contacting students and reminding them to register, registering students for classes and maintaining the computer lab in Founders Hall. There were certain people whose work went largely unnoticed as they helped maintain the institution by taking on more quietly behind the scenes and ensuring that operations continued to operate at a high standard, and Janice Hylinski was one of these unspoken heroes, and

WHEREAS, her direct supervisor once wrote, “Janice has a wonderful work ethic she is always willing to help others and treats everyone with dignity and respect. Janice’s knowledge of the Monroe County Community College Library and all the policies and procedures is exemplary. Janice is so valuable to the library; I am truly blessed for work with her,” and

WHEREAS, she is a true testament to the student and community focus of Monroe County Community College, and her dedication to serving students, employees and the community for so many years has made her a true ambassador for MCCC's mission of enriching lives in Monroe County through student-focused higher education.

THEREFORE, BE IT RESOLVED that the Board of Trustees recognize Janice Hylinski for her many 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, October 28, 2024.”

- B. 4. a. (3) Capital Outlay Plan (enclosure delivered under separate cover – Board Only)

Recommended motion: “that the Five-Year Capital Outlay Plan be approved as presented.”

- B. 4. a. (4) Proposed New Policy – Policy 6.48, Governance Data Board

Recommended motion: “that the Board adopt Policy 6.48, Governance Data Board as presented.”

C. Information and Proposals1. Delegations2. Non-staff Communications and Reports

C. 2. a. (1) Elliot Larson Law (Dan Tukul, Esq.)

3. President and Staff

C. 3. a. (1) Staff Appointments, etc.

Staff Appointments:

Dana Phipps, Administrative Assistant for Upward Bound, effective October 14, 2024 (replacing Cheryl Prenkert)

Sarah Rorke, Facilities Event Coordinator, effective October 29, 2024 (replacing Mary Lyons)

Position Transfer:

Erika Hunt, Digital Media Coordinator, effective October 7, 2024 (replacing Beth Waldvogel)

Retirement:

Dean Kerste, Professor Mechanical Design, effective December 12, 2024

C. 3. a. (2) Statement of General Fund Revenues and Expenses for the Period Ending September 30, 2024 (enclosures) Curtis Creagh

C. 3. b. (1) Fall 2024 Enrollment Management and Student Success Update (Behrens)

C. 3. b. (2) Fall 2024 Student Profile Report (Wygonik)

C. 3. b. (3) The Foundation Annual Report (Myers)

C. 4. b. (4) President's Report (enclosure)

4. Board Member and Committee Reports

C. 4. b. (1) Discussion of the Board Audit Committee Meeting Date in November (Creagh)

C. 4. b. (2) Update: 2024 Fall MCCA Board of Directors Meeting, Manistee, September 19-20, 2024 (Thayer)

C. 4. b. (3) Update: 2024 ACCT Leadership Conference, Seattle, October 23-26 (Thayer)

C. 4. b. (4) Upcoming Events

October 24, 9:00 a.m. – SEMCOG General Assembly, Rochester
November 2, 7:30 p.m. – The Dodworth Saxhorn Band, Meyer Theater
November 12, 2:00 p.m. – Foundation Executive Committee Meeting
November 25, 5:30 p.m. – Board of Trustees Meeting
December 3, 7:30 p.m. – Agora Chorale Holiday Concert, Meyer Theater
December 3, 7:30 p.m. – Agora Chorale Holiday Concert, Meyer Theater
December 16, 7:30 p.m. – College /Community Symphony Band Holiday Concert,
Meyer Theater

For more events at MCCC, please click on the following links:

Events - <https://www.monroeccc.edu/events>

Happenings Newsletter - <https://www.monroeccc.edu/happenings>

C. 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