

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

The Board of Trustees Room  
The Board Room, Z-203  
5:30 p.m., September 23, 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 minutes of the June 20, 2024 regular meeting and the July 15, 2024 special meeting (enclosures)

B. 2. a. (2) Proposed Resolution for Adherence to Best Practices (enclosure – to be delivered under separate cover – Board only)

Recommended motion: *“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 the education omnibus appropriations act for fiscal year 2024, as the attached table demonstrates.”*

B. 2. a. (3) Authorization for the President to Execute a Continuing Administrative Contract (enclosures)

Recommended motion: *“that the Board Authorizes the President to execute a contract for the following administrator:*

*Helen Stripling, Director of Respiratory Therapy  
Continuing Administrative Contract  
Effective July 1, 2024 through June 30, 2025.”*

- B. 2. a. (4) Authorization for the President to Execute a Continuing Faculty Contract to Administrator (enclosures)

Recommended motion: *“that the Board Authorizes the President to execute a contract for the following administrator:*

*Helen Stripling, Director of Respiratory Therapy  
Continuing Faculty Contract to Administrator  
Effective July 1, 2024.”*

- B. 2. a. (5) Authorization for the President to Execute a Faculty Contract to Administrator (enclosures)

Recommended motion: *“that the Board Authorizes the President to execute a Probationary contract for the following administrator:*

*John Wyrabkiewicz, Chief Information Officer  
2<sup>nd</sup> Year Probationary Contract  
Effective July 1, 2024 through June 30, 2025.”*

- B. 2. a. (6) Authorization for the President to Execute an Administrative Staff Contract (enclosures)

Recommended motion: *“that the Board Authorizes the President to execute a contract for the following administrative staff:*

*Christopher Gossett, Manager of Enterprise Data Services  
2nd Year Probationary Contract  
Effective July 1, 2024 through June 30, 2025.”*

- B. 2. a. (7) Authorization for the President to Execute an Administrative Staff Contract (enclosures)

Recommended motion: *“that the Board Authorizes the President to execute a contract for the following administrative staff:*

*Rick Hubbert, Manager of Network, Systems, and Security Architect  
2nd Year Probationary Contract  
Effective July 1, 2024 through June 30, 2025.”*

- B. 2. a. (8) Authorization for the President to Execute a Professional Staff Contract

Recommended motion: *“that the Board Authorizes the President to execute a contract for the following Professional Staff Contract:*

*Jennifer Estrada, ERP Systems Administrator*

*One-Year Probationary Contract  
Effective July 22, 2024*

- B. 2. a. (9) Authorization for the President to Execute a Faculty Contract (enclosures)

Recommended motion: “that the Board authorizes the President to execute a contract for the following faculty:

*Esref Emrah Kazan, Associate Professor of Construction Management Technology  
Continuing Faculty Contract  
Effective August 19, 2024.”*

- B. 2. a. (10) Authorization for the President to Execute a Faculty Contract (enclosures)

Recommended motion: “that the Board authorizes the President to execute a contract for the following faculty:

*Kayla Ford, Respiratory Therapy Instructor  
Third-Year Probationary Faculty Contract  
Effective January 4, 2024 through December 13, 2025.”*

- B. 2. a. (11) Authorization for the President to Execute a Faculty Contract (enclosures)

Recommended motion: “that the Board authorizes the President to execute a contract for the following faculty:

*Kerwyn Dobbs, Assistant Professor of Automotive Technology  
Third-Year Probationary Faculty Contract  
Effective January 4, 2025 through December 13, 2025.”*

- B. 2. a. (12) Proposed Resolution Proclaiming October, United Way Month

Recommended motion: “*that the following resolution proclaiming October, United Way Month be adopted:*

*WHEREAS, the United Way of Monroe County is entering its 2024-2025 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 2023-2024 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 2023 '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 23, 2024."*

3. New Business

B. 4. a. (1) Resolution of Commendation – Mrs. Mary Lyons

Recommended motion: *“that the following resolution of Commendation for Mrs. Mary Lyons be adopted:*

*WHEREAS, Mary Lyons has decided to retire from her position as coordinator of events and facilities reservations with Monroe County Community College, effective October 8, 2024, and*

*WHEREAS, she has given 14 years of dedicated service to the college, first as the administrative assistant for rooms and reservations, which later became the coordinator of events and facilities reservations, and*

*WHEREAS, as a very public and frontline employee for the college, she has always provided excellent customer service with an endless supply of kindness, understanding and warm smiles, and*

*WHEREAS, she has over the years always gone consistently above and beyond to assist both internal and external customers by guiding them through the reservation process and volunteering at their events as needed, and*

*WHEREAS, she has worked diligently using the college’s electronic room management system to ensure building logistics needs are met by coordinating with employees in the Facilities, Information Technology and Safety Services departments, and*

*WHEREAS, she has served in many leadership roles during her tenure at the college, including serving on numerous committees and task forces such as Community Outreach, Mentorship, Campus Catering, and One Book, One Community of Monroe County, and*

*WHEREAS, she served MCCC students as the Volleyball Club advisor for three years, and*

*WHEREAS, she represented MCCC and successfully completed the Leadership Monroe Program through the Monroe County Business Alliance in 2015-16, and*

*WHEREAS, everyone associated with MCCC 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.*

*THEREFORE, BE IT RESOLVED, that the Board of Trustees recognize Mary Lyons 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, September 23, 2024.”*

B. 4. a. (2) Technology Fee Decrease (Creagh)

*Recommended motion: that the Board decrease the technology fee from \$29 to \$27.25, per billable credit hour, retroactive to the beginning of the fiscal year, 7/1/24, for Fall 2024.*

B. 4. a. (3) Proposed Policy Revision – Policy 2.28, Acceptable Use of Instructional Technology

*Recommended motion: “that the Board approval the revision of Policy 2.28, Acceptable Use of Instructional Technology as presented.”*

B. 4. a. (4) Proposed Policy Revision – Policy 6.15, Information Security Plan

*Recommended motion: “that the Board approve Policy 6.15, Information Security Plan as presented.”*

B. 4. a. (5) Proposed Policy New Policy – X.XX Computer and User Policy

*Recommended motion: “that the Board adopt new Policy, Computer and User Policy as presented.*

C. Information and Proposals

1. Delegations

- C. 3. a. (1) Staff Appointment, Probationary Staff Contract, Position Upgrade, Continuing Administrative Contracts, Continuing Faculty Contract to Administrator, Third - Year Second-year Probationary Administrative Contracts, Third-year Faculty Contracts, Resignations, and Deceased, etc.

Staff Appointment:

Liam Laird, General Maintenance Worker, effective September 16, 2024  
(replacing George Welter who transferred to Power systems Trainee)

One-year Probationary Professional Staff Contract:

Jennifer Estrada, ERP Systems Administrator, effective July 22, 2024

Position Upgrade:

Garrett Lawson, Power Systems Operator, effective September 16, 2024  
(Upgrade from Maintenance Trainee to Power Systems Operator (passed licensure))

Continuing Administrative Contracts:

Helen Stripling, Director of Respiratory Therapy, effective July 1, 2024 –  
June 30, 2025

Continuing Faculty Contract to Administrators – July 1, 2024

Helen Stripling, Director of Respiratory Therapy

2<sup>nd</sup> Year Probationary Administrative Contract – July 1, 2024 – June 30, 2025:

Christopher Gossett, Manager of Enterprise Data Services  
Rick Hubbert, Manager of Network, Systems, and Security Architect  
John Wyrabkiewicz, Chief Information Officer

Continuing Faculty Contract – August 19, 2024:

Emrah Ezra Kazan, Kerwyn Dobbs, Automotive Technology Instructor

3<sup>rd</sup> Year Probationary Faculty Contract – July 1, 2024 – June 30, 2025:

Elizabeth Hartig, Faculty Reference Librarian

3<sup>rd</sup> Year Probationary Faculty Contracts – January 8, 2024 – December 13, 2024

Kayla Ford, Instructor of Respiratory Therapy  
Kerwyn Dobbs, Automotive Technology Instructor

Retirements:

Janice Hylinski, Circulation/ Digital Services Assistant, effective October 31,  
2024  
Mary Lyons, Coordinator of Events and Facility Reservations, October 8, 2024

Resignation:

Jacob Johnson, Power Systems Trainee, effective September 18, 2024  
Madelyn Outen, Financial Aid Assistant, effective, September 18, 2024  
Hazel McPherson, Educational Advocate – Business Division, effective,  
October 1, 2024

Deceased:

Beth Waldvogel, Coordinator of Web Services, effective August 4, 2024

- C. 3. a. (2) Statement of General Fund Revenues and Expenses for the Periods Ending July 31, 2024 and August 31, 2024 (enclosures)
- C. 3. b. (1) President's Report
- C. 3. b. (2) Update: Husky Comeback and Trustee Success Scholarship (Myers)
- C. 3. .c (3) Update: Reconnect (Behrens)

3. Board Member and Committee Reports

- C. 4. b. (1) Update: MCCA 2024 Summer Conference, Mackinac, July 31-August 2, 2024 (Thayer, Quartey)
- C. 4.b. (2) Update: MCCA Fall Board of Directors Meeting, Manistee, May 19-20, 2024 (Thayer)
- C. 4. b. (3) Upcoming Events
  - September 20, 8:00-9:30 a.m. – Employee Recognition Breakfast, Warrick Dining Room
  - September 19-20 – MCCA Fall Board of Directors Meeting
  - September 26-27 – MCCA Student Success Summit, East Lansing
  - October 14, 5:30 p.m. – The Foundation Board of Directors Annual Meeting
  - October 23, 5:30 p.m. – MCCC 60<sup>th</sup> Anniversary Celebration, President's State of the College, and History Book Reveal
  - October 23-26 – ACCT 2024 Leadership Congress, Seattle
  - October 28, 5:30 p.m. –MCCC Board of Trustees Meeting**

Happenings <https://www.monroeccc.edu/happenings>  
Meyer Theater <https://www.monroeccc.edu/events>  
One Book <https://www.monroeccc.edu/one-book-one-community/2024>

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**

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