

MINUTES OF THE SIX HUNDRED TWENTIETH
MEETING OF THE BOARD OF TRUSTEES
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

Monroe County Community College
The Board Room, Z-203
1555 S. Raisinville Rd.
Monroe, MI 48161
5:30 p.m., January 22, 2024

Present: Lynette M. Dowler (virtual), Julie M. Edwards, Nicole R. Goodman, Krista K. Lambrix, Aaron N. Mason, Joel A. Spotts, Mary Kay Thayer (virtual)

Also Present: Amanda Althouse, Ashley Atkins (the Agora), Jenna Bazzell, Sandra Beedee, Scott Behrens, Phillip Borawski, Curtis Creagh, Kevin Cooper, Candice Ferrell, Christopher Gossett, Melissa Grey, Kayla Richardson, Kelly Heinzerling, Jodie Hollis, Jamie Hunt, Janice Hylinski, Barry Kinsey, Edmund La Clair, Leon Letter, Spencer Lyke, Sarah Mason, Gerald McCarty, Linda Marsh, Joshua Myers, Katie Navok, Kojo Quartey, Michael Reaume, Michael Snyder, Helen Stripling, Beverly Tomek, Linda Torbet, Joe Verkennes, Kristy Whitson, Quri Wygonik, John Wyrabkiewicz, Grace Yackee, and Penny Dorcey (recording secretary)

Chair Aaron Mason called the meeting at 5:35 p.m. He asked those present to keep all side talk to a minimum. He took a roll call attendance as follows:

Physically Present

Krista K. Lambrix
Nicole R. Goodman
Joel A. Spotts
Julie M. Edwards
Aaron Mason

Virtually Present

Mary Kay Thayer from Lehigh, Florida
Lynette Dowler from Lady Lake, Florida

1. Chair Mason Polled the audience for delegations. He recognized seven delegates and closed the public comment submission period.
2. Delegation comments were moved ahead in the agenda before the Consent Agenda by unanimous consent.
- C. 1. a. (1) 3. Chair Mason gave the floor to Candice Ferrell, community member. Ms. Ferrell addressed the Board about concerns regarding the safety of girls and women with men in the bathroom. One and four women are the victims are sexual assault. For many women, having a man in the bathroom and having nowhere to run can cause great stress and anxiety. Ms. Ferrell is concerned about women's safety in these situations.
- C. 1. a. (2) 4. Chair Mason gave the floor to Kristy Whitson, community member. Ms. Whitson addressed the board regarding concerns about the National LGBTQ Task Force bathroom flyers that were recently posted on College restroom doors by a student club. She said the flyers that read "Sometimes because of how people look they aren't allowed to use the restroom. We can do better. In this bathroom we ask that in this bathroom, no one will be stared at, questioned, or asked to leave. This bathroom is for everyone." Ms. Whitson is appalled that this being allowed. She asked who authorized the posting of the flyers and how long this has been going on. Her main concern about this issue is that there are many people who frequent the College. MCCC has daycare, dual curriculum, dance classes, and other activities that are for minors. What about the minors. She agrees that for adults this is fine, but asked what can be done about the minors. Ms. Whitson further asked if they are escorted to the bathrooms to ensure they will not be in this situation. Anyone with a pronoun status can enter the bathroom. She asked the Board to consider if they would want their daughters being confronted in the bathroom with this situation. Her hope is that the flyers will be taken down and address the party that is putting them up. If they are allowed to put them up, Ms. Whitson would like to see the paperwork approving

the flyers. She is a tax payer and citizen who has multiple properties in the county and she pays multiple taxes. She is concerned where her tax dollars are going.

- C. 1. a. (3) 5. Chair Mason gave the floor to Dr. Melissa Grey, MCCC Professor of Psychology, addressed the Board about the importance and role of inclusivity on the campus. Dr. Grey spoke on behalf of herself as a individual and not for any organization or institution.
- C. 1. a. (4) 6. Chair Mason gave the floor Sandra Beedee, community member. Ms. Beedee addressed the board about her concerns regarding its poster procedures, bullying policy, and sexual harassment. She spoke on behalf of girls and women’s rights, especially in places where people are vulnerable and exposed as in the restrooms.
- C.1. a. (5) 7. Chair Mason gave the floor to Edmund La Clair, MCCC Associate Professor of History. Professor La Clair addressed the Board about gender expression and bathroom safety for students. Mr. La Clair spoke on behalf of himself and not for any organization or institution.
- C. 1. a. (6) 8. Chair Mason gave the floor to Jenna Bazzell, MCCC Assistant Professor of English. Ms. Bazzell gave a brief background on the history of the bathroom signs. Ms. Bazzell spoke to the Board as an individual citizen speaking on behalf of herself and not the institution.
- C. 1. a. (7) 9. Chair Mason gave the floor to Spencer Lyke, MCCC student. Spencer addressed the Board about a student concern. Spencer is also a member of the GSA. Spencer spoke about the rights of individuals who may not biologically fit the role of either male and or female, which case the men or women’s restroom do not apply.
10. President Quartey announced that the College does have a non-discrimination statement, and we stand by that non-discrimination statement. The administration values the diversity of every single student and every visitor that is on the campus. We want to ensure that everyone who comes here feels comfortable and feels a sense of belonging. Dr. Quartey will share the relevant policies with the Board before the next regular meeting.
- B. 2. a. (1) 11. *It was moved by Ms. Edwards and supported by Ms. that the following items on the Consent Agenda be approved as presented:*

B. 2. a. (1) Approval of minutes of the regular meeting of November 27, 2023

B. 2. a. (2) Recommendation of Group Three Directors Appointment of Group Three Directors (Directors at Large) to The Foundation at Monroe County Community College Board of Directors Section 5.4 Election, Classification and Terms

(C) Group Three Directors (Directors at Large) are recommended to the Board of Trustees for approval, by vote of The Foundation’s directors, and shall serve three (3) year terms.

Recommended motion: *“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, 2026

*Jean Guyor
Annette Johnson
Marjorie Kreps
Carol Lenox Carlton
James Petrangelo.*

B. 2. a. (3) Authorization for the President to Execute a Faculty Contract
Kayla Ford, Respiratory Therapy Instructor
Second-Year Probationary Faculty Contract

Effective January 10, 2024 through December 12, 2024

- B. 2. a. (4) Authorization for the President to Execute a Faculty Contract Esref Emrah Kazan, Associate Professor, Construction Management Technology
Second-Year Probationary Faculty Contract
Effective January 3, 2023 through December 14, 2023
- B. 2. a. (5) Authorization for the President to Execute a Faculty Contract Esref Emrah Kazan, Associate Professor, Construction Management Technology
Third-Year Probationary Faculty Contract
Effective January 10, 2024 through December 12, 2024
- B. 2. a. (6) Authorization for the President to Execute a Faculty Contract Kerwyn Dobbs, Automotive Technology Instructor
Second-Year Probationary Contract
Effective January 10, 2024, through December 12, 2024
- B. 2. a. (7) Authorization for the President to Execute a Faculty Contract Maria Al Amin, Associate Professor of Physics
Third-Year Probationary Contract
Effective August 19, 2024 through May 8, 2025
- B. 2. a. (8) Authorization for the President to Execute a Faculty Contract Hans Lechner, Associate Professor of Geosciences
Third-Year Probationary Contract
Effective August 19, 2024 through May 08, 2025
- B. 2. a. (9) Authorization for the President to Execute a Faculty Contract Talha Iqbal Associate Professor, Electrical Engineering Technology
Second Year Probationary Contract
Effective August 19, 2024 through May 8, 2025
- B. 2. a. (10) Authorization for the President to Execute a Faculty Contract Kelly Riley, Professional Counselor
First-Year Probationary Contract
Effective January 210, 2024 through May 9, 2024
- B. 2. a. (11) Authorization for the President to Execute a One-Year Professional Staff Contract
Christina Kelly, Educational Advocate – Admissions,
One-Year Probationary Contract
Effective January 4, 2024 through, June 30, 2025
- B. 2. a. (12) Authorization for the President to Execute a One-Year Professional Staff Contract
Stacey Woggon, Academic Skills Coordinator – Upward Bound
One-Year Probationary Contract
Effective December 4, 2023 through June 30, 2024
- B. 2. a. (13) Authorization for the President to Execute a One-Year Professional Staff Contract
Tom Scheer, Manager of Desktop Computing
One Year Probationary Contract
Effective November 26, 2023, through November 25, 2024
- B. 2. a. (14) *It was moved by Ms. Edwards and supported by Ms. Lambrix that the Board adopt the following resolution of commendation for Ms. Linda Roberts:*

WHEREAS, Linda Roberts will retire from her position as assistant registrar at Monroe County Community College, effective January 26, 2024, and

WHEREAS, she is an alum of the college, holding an associate of science and personifying the value of an MCCC

degree, and went on to earn a bachelor of applied arts degree from Central Michigan University and a master of arts degree from Siena Heights University, and

WHEREAS, she diligently served students and the community for 20 years, and

WHEREAS, she began her service at MCCC as the Administrative assistant to the registrar in 2003, and

WHEREAS, she was promoted to coordinator of records and registration in 2007, and

WHEREAS, she spearheaded the implementation of the comprehensive Parchment platform for the request, verification and delivery of transcripts, diplomas and other credentials, greatly improving the credentialing processes for the college to better serve current students and alumni, and

WHEREAS, she was promoted to assistant registrar in 2023 after her role and responsibilities evolved and increased as she continued to serve the college, and

WHEREAS, she consistently received praise in her performance evaluations, being to as insightful, dedicated and knowledgeable, and

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

THEREFORE, BE IT RESOLVED that the Board of Trustees recognizes Linda Roberts 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, January 22, 2024.

The motion carried unanimously by those Trustees in attendance in person.

12. Item C. 3. a. (4) was moved forward in the agenda by unanimous consent.

- C. 3. a. (4) 13. Barry Kinsey, Director of Workforce Development, announced the following nominees for the Fall 2023 Enriching Lives award Honoring employees that The college acknowledges the importance of its employees and welcomes the opportunity to recognize their extraordinary achievements. Employees are recognized for this award based on their commitment and examples of how they incorporate MCCC's Mission, Vision and Values into their daily work. The committee is devoted to honoring the employee whose actions create a positive change on campus. Nominations are accepted during the mid-point of the semester and the individual selected is recognized at the board meeting closest to the end of the semester.

The for the Fall 2023 semester are Amanda Althouse, Coordinator of student Success; Jenna Bazzell, Assistant Professor of English; Joshua Halsey, Adjunct Applied Sciences and ASET Division Coordinator; and Daniel Wood, Assistant Professor of Criminal Justice.

Mr. Kinsey noted that tonight's recipient was nominated by three coworkers. He read the following comments that were received about Ms. Althouse:

"Amanda exhibits excellent customer service skills. She is always willing to help out in any of the Student Success areas. I have observed Amanda's professional demeanor when working with upper management, deans and other directors. Amanda collaborates with deans and directors on projects, student concerns and employee hiring. Amanda

has worked tirelessly to ensure that the Testing Center continued to operate normally when the longtime coordinator retired. As busy as Amanda is, she is always willing to help her supervisors when they need data for a report. No matter how challenging the situation is, Amanda maintains her composure and positivity. This was especially evident with all the changes in the Testing Center and the challenges in securing positions in the Student Success Area. I have observed Amanda empowering the people she works with to better serve students. Amanda treats everyone with respect and dignity.”

“Amanda’s work in the Student Success Center has truly impacted the lives of many of the students that I have walked over to Founders [Hall]. I had a student who has needed help covering bus costs. This student was very nervous about asking for help. Once I introduced [the student] to Amanda, the student was put at ease. Amanda made sure that the student did not feel like a burden but applauded [the student] for speaking up, stating that many students are struggling but when they don't speak up, we as an institution are not able to help. This student received a bus pass. When a question arose as to how many bus passes can be given our per student, Amanda quickly got a response for the student and communicated that to [the student] and myself to ensure both of us were informed.”

“Every time I walk over to Student Success Center, I always see [Amanda] greeting every student and staff member with a smile and a ‘willing to help’ attitude. She is committed and proactively working to make the area what is meant to be, a place for students to receive assistance and feel the support of the staff at the college.”

“I have had multiple conversations with Amanda about programming or collaboration opportunities; she always brings up accessibility and honors [the] differences of our students’ needs and identities. She is always willing to collaborate and engage in conversation about new initiatives or [a] suggestion for her area of work.”

- B. 4. a. (1) 14. *It was moved by Trustee Goodman and supported by Trustee Lambrix that The Board approve Policy 1.60, Mission Documents, as revised.*

Joe Verkennes, Director and Marketing and Communications and Co-chair of Strategic Planning with Dr. Quri Wygonik.

Mr. Verkennes noted that the Strategic Plan Committee reported to the Board multiple times talking about the strategic plan. The strategic plan begins with the mission, vision, and values, which the committee has been evaluating for the past six months.

Dr. Wygonik, Director of Institutional Research, Planning and Accreditation, commented that the committee has been engaging in formative evaluation in particular, engaging in small group discussions on all the processes they have employed and then looked at the data. Dr. Wygonik explained that her leadership team, that is comprised of five administrators, and one faculty member, has been working in biweekly meetings to lead the small group sessions. Once they gather the formative evaluation and go through the Council model, they will present an update to the Board.

Mr. Verkennes noted that the last time the mission, vision and values were updated was in 2018/2019. They recently implemented a review this past spring during April and May, and then took the information to the Councils for additional input. They also took the item to Student Government in the fall and now have their final revision. There is no cost projection. The only change to the mission is the statement “Curriculum developed by highly qualified faculty that prepares students to effectively communicate, think critically, and be socially and culturally aware” in the section about how MCCC accomplishes its mission. The Core Values remain the same. The revision was again taken to the councils and approved as in the updated policy which is included in the Board packet.

Mr. Verkennes asked that the Board make a motion to approve Policy 1.60, Mission Documents, as revised.

The motion carried unanimously by those Trustees in attendance in person.

- B. 4. a. (2) 15. *It was moved by Mr. Spotts and supported by Mr. Mason that the Board approve Policy 3.18, Student Employee Wage Rate, as revised.*

Curtis Creagh, Vice President of Finance and Administration/Treasurer, explained that as of January 1, 2024 the minimum wage rate increased from \$9.87 to \$10.10, thereby increasing the student wage rate.

The motion carried unanimously by those Trustees in attendance in person.

- B. 4. a. (3) 16. *It was moved by Ms. Edwards and supported by Mr. Spotts that the Board approve Policy 12.12, Professional Staff Vacation as revised.*

Linda Torbet, Executive Director of Human Resources announced that the only change to Policy 12.12, Professional Staff Vacations was the addition of the statement, “Part-time professional staff members will receive prorated vacation time.” This change affects two employees. One has been receiving vacation time and the other has not. This revision resolves that issue.

The motion carried unanimously by those Trustees in attendance in person.

- C. 3. a. (1) 17. Dr. Quartey announced the following position upgrade, support staff; position upgrade, professional staff; staff appointments, professional staff appointments, one-year professional staff contracts, second-year probationary administrative contracts, second-year probationary faculty contract, first year Probationary faculty contract, temporary full-time faculty contract, and retirement:

Position Upgrades, Support Staff:

Tyra Robertson, IT Services Liaison and Help Desk Representative, effective December 15, 2023 (Retroactive to September 29, 2023. From Grade VII, Step 13 to Grade VIII, Step 13 on the current Support Staff Salary Schedule)
Phillip Borawski, Computer support specialist, effective December 15, 2023 (Retroactive to September 9, 2023. From Grade VII, Step 4 to Grade VIII, Step 4 on current Support Staff Salary Schedule)

Position Upgrade, Professional Staff, One-Year Probationary Contract:

Tom Scheer, Manager of Desktop Computing, effective November 26, 2023 through November 25, 2024 (Retroactive to September 5, 2023. From Support Staff to Professional Staff)

Staff Appointments:

Agnes Gutierrez, Financial Aid Assistant, effective January 2, 2024 (replacing Michelle Beaudrie)
Sarah Rorke, Cashier, effective November 15, 2023, (replacing Vickie LaValle)

Professional Staff Appointments:

Jodie Hollis, Administrative Assistant to the Vice President of Enrollment Management and Student Success, effective December 19, 2023 (Professional Staff. Replacing Ann Gerweck)
Angela Acosta, Student Retention Specialist, effective December 4, 2023 (replacing Jarrod Saum)

One-Year Probationary Contracts, Professional Staff

Christina Kelly, Educational Advocate (ASET), effective January 4, 2024 though, January 3, 2024 (replacing Jennifer St. Charles. D3C3 Grant position)
Stacey Woggon, Academic Skills Coordinator, Upward Bound, effective December 4, 2023 through June 30, 2024 (replacing Carley Stranyak. D3C3 Grant position)
Marc Pulcifer, SQL Developer, effective November 20, 2023 through June 30, 2024 (replacing Suzanne McKee)

Third-year Probationary Faculty Contract:

Esref Emrah Kazan, Associate Professor, Construction Management Technology, effective January 10, 2024, through December 12, 2024

Second-year Probationary Faculty Contracts:

Esref Emrah Kazan, Associate Professor, Construction Management Technology, effective January 3, 2023, through December 14, 2023
Kerwyn Dobbs, Automotive Engineering Technology Instructor, effective

January 10, 2024 through December 12, 2024
 Kayla Ford, Respiratory Therapy Instructor, effective January 10, 2024 through December 12, 2024.

First-Year Probationary Faculty Contract:

Kelly Riley, Professional Counselor, effective January 10, 2024 through May 9, 2024 (replacing Steve Mapes)

Temporary Full-time Faculty Contract:

Anne Gospodarek, Assistant Professor of English, effective January 10, 2024 through May 8, 2024

Retirement:

Linda Roberts, Assistant Registrar, effective January 31, 2024

- C. 3. a. (2) 18. The Board received a Statement of General Fund Revenues and Expenses for the periods ending November 30, 2023, and December 31, 2023.

Curtis Creagh, Vice President of Finance and Administration/Treasurer, reported that November revenues are at \$7.4 million year-over year (26 percent) and expenses are at \$8.7 million year-over year (from 31 to 32 percent). The December budget is \$28.7 million with revenues of \$ 9 million, (31 to 32 percent), which is aligned with last year. Revenues in the Other category have increased due the addition of an interest-bearing account. When comparing expenses year-over-year they are at 41 percent. Those categories are in line with the previous year. Again, the budget is \$28.7 million and expenses are at \$11.7 million.

- C. 3. a. (3) 19. Dr. Scott Behrens, Vice President of Enrollment Management and Student Success, and Dr. Quri Wygonik, gave a brief update on the 2024 Winter Enrollment numbers as of this past Friday. Overall, Enrollment is up 2.2 percent from last winter. Continuing student numbers and returning student numbers remain basically flat. Transfer student numbers have increase about 18 percent and First Time in Any College (FITIAC) student numbers have increased about 19 percent.

Flat Rock High School students have joined MCCC's dual enrollment population. Dr Grace Yackee has also signed a third agreement, which will bring more five-year students to the College. Dr. Behrens' area is still compiling the data on de-registration (DREG) and will present that information at the February regular meeting of the Board of Trustees. The Institutional Research Office is working with Dr. Behrens and Gerald McCarty II, Dean of student Dr. Wygonik mentioned that the Institutional Research area is working closely with Student Services on identifying and tracking these students so that the Board has real time answers to their questions. She thanked the President's Cabinet for the reward decisions that have been coming through, specifically in the Information Technology area which is transforming how we acquire data.

- C. 3. a. (5) 20. Curtis Creagh, Vice President of Finance and Administration, presented an update to Procedure 6.06(a), Procedure for Mileage Reimbursement Rate. He noted that as of January 1, 2024, the rate has increased from 65.5 cents per mile to 67 cents per mile (an increase of 1.5 cents from 2023).

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

The climate survey results have been reviewed by Cabinet and we have listening sessions have been scheduled with all departments over the next two weeks. The listening sessions with the academic departments started in October and are ongoing. Dr. Quartey will update the Board after receiving comments from all the employee areas. The first listening session was supposed to take place tomorrow at 7:00 a.m. with the maintenance night shift; however the College is on a delayed start tomorrow due to expected inclement weather, so this meeting will be rescheduled.

Please be alerted that there may be some "protesters" or individuals at our Board meeting on tonight to discuss flyers that were inappropriately posted around restrooms on campus. This information was sent to the Board last week in the President's update.

Dr. Quartey announced that the administration is reinstating a former perk for

Employees that allow employees to take free lifelong learning classes on campus. This perk was taken away a few years ago due to budget challenges.

Winter enrollment has increased approximately 2.2 percent. The non-deregistration practice is continuing for the winter semester.

President Quartey announced that discussions about the Welch HEB and Capital Outlay Funding continue. He and Josh Meyers, Executive Director of The Foundation, and Director of Government and Alumni, will be working with their lobbyists and legislators to fight for those funds (\$9 million).

There are ongoing discussions about a Remote work policy.

The College is expecting some funds to be returned to MCCC from Dundee Village due to payment into a fund which has been retired by the village. This would be a one-time payment to the College. Dr. Quarter and Mr. Creagh visited with the Manager of Dundee this past Thursday. More details will be forthcoming.

President Quartey announced that MCCC now has YMCA Corporate membership as an additional perk. This will reduce individual and family costs by 20 percent for any employee that wants to join the YMCA, which ties into healthy living.

Reclassifications (and salary adjustments) of various positions continue. Ms. Torbet stated that reclasses are done as of today. Dr. Quartey will get more details to the Board on reclassifications.

President Quartey announced that the College has received an update from HLC and the news is still good. We hope to have a final report by February/March. Dr. Yackee, Vice President of Instruction, state that the actions council has accepted the team report with no revisions.

Final edits of the MCCC History Book by Tom Adamich are in process. The completed book will coincide with MCCC's anniversary. Dr. Quartey, Joe Verkennes, Cajetan D'Cunha and Penny Dorcey have reviewed the edits several times.

C. 3. b. (2) 22. Enriching Lives Award Fall 2023 (Kinsey) – this item was presented earlier in the agenda.

C. 3. b. (3) 22. Dr. Joshua Myers, Executive Director of The Foundation, and Director of Government and Alumni reported on The Foundation's finances and leadership changes. The "Season of Giving" campaign, which started in November raised funds almost close to the same amount at last year's levels at \$88,000. This year they have raised \$89,000. Dr. Myers noted that The Foundation has also received a couple of upgraded gifts and a couple of gifts from new donors.

Dr. Myers reported that The Foundation held their holiday party at the December meeting. The business discussed included the audit. He thanked the Board members who were able to attend that meeting, which is also a great opportunity to gather socially.

Dr. Myers announced that The Foundation was fortunate to nominate its second, first vice chair of all time since the its inception. Dr. Ronald Campbell who has served as the first vice chair moved to Chicago, leaving an open seat. Keith Masserant was appointed as the new first vice chair. Mr. Masserant is an incredibly generous and wonderful person and The Foundation is thrilled to have him. He is highly engaged and will make wonderful addition to the board.

Dr. Quartey added that for the Boards consideration, The College will have to attempt another millage in the general election. Last one in 2020.

- C. 4. b. (1) 24. The summary of the Presidential Evaluation was postponed until the February 26th regular meeting of the Board of Trustees.
- C. 4. b. (2) 25. Chair Mason noted the upcoming events.
- C. 4. b. (3) 26. *It was moved by Trustee Goodman and supported by Trustee Edwards that the meeting be adjourned.*

The motion carried and the meeting adjourned at 6:57 p.m.

Respectfully submitted,

Aaron N. Mason
Chair

Nicole N Goodman
Secretary

pd/

These minutes were approved at the February 26, 2024 regular meeting of the Board of Trustees.