

MINUTES OF THE SIX HUNDRED TWENTY-SIXTH
MEETING OF THE BOARD OF TRUSTEES
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

The Board Room, Z-203
La-Z-Boy Center
5:30 p.m., November 25, 2024

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

Amanda Althouse, Jenna Bazzell, Scott Behrens, Jack Burns, Peter Coomar, Kevin Cooper, Curtis Creagh, Samuel Gonzales, Christopher Gossett, Melissa Grey, Kelly Heinzerling, Rick Hubbert, Dean Kerste, Barry Kinsey, Spencer Lyke, Gerald McCarty II, Traci Moon (AHP), Dana Mullins (SGA), Joshua Myers, Tina Pillarelli, Kojo Quartey, Jay Schumacher, Helen Stripling, Kristy Svatek-Whitson, Frank Thomas, Beverly Tomek, Linda Torbet, Mick Valentino, Joe Verkennes, Carl Whitson, Quri Wygonik, John Wyrabkiewicz, Grace Yackee, Penny Dorcey (recording secretary)

1. Chair Aaron Mason called the meeting at 5:31 p.m.
2. There were four delegations present.
- B. 2. a. (1) 3. *It was moved by Ms. Thayer and supported by Ms. Dowler that the Board approve the following items on the Consent Agenda:*
 - B. 2. a. (1) Approval of minutes of the November 25, 2024 regular meeting.

The motion carried unanimously.
4. The Board agreed by unanimous consent to move item C. 3. a. (3) 2023-2024 Audit Report forward in the agenda.
- C. 3. a. (3) 5. Traci Moon, Partner, Andrews Hooper Pavlik, PLC, (AHS) summarized the 2023-2024 Audit Report. Ms. Moon thanked Frank Thomas, Director of Finance, and his staff for their support during the audit.

Ms. Moon summarized the audit report in a PowerPoint presentation. She stated that AGP issued an unmodified opinion, which is the cleanest opinion they can provide. There were no issues and the statements they audited were materially accurate. Also included in the services provided was uniform guidance audit on federal expenditures (the single audit). That is not complete yet, but most of the testing is done, and Ms. Moon expects to send the results of that report by the end of the calendar year. The single audit is not due until March of 2025. At this point there are no findings. Ms. Moon added that AHP also helps with the preparation of the financial statements and with the schedule of expenditures of the federal awards.

Included in the financial statements are the statement of the Foundation at Monroe County Community College. They are discreetly presented and are considered a component unit of the College. AHP does not audit The Foundation, another firm does that and then gives their finding to AHP.

Ms. Moon mentioned future audit and accounting standards, GASB 102 through 104. These will be applicable to the College next year and will have an impact on the College financial statements. AHP will be working with the management of the College to get that information properly stated in the statements. There are certain risk exposures that are also applicable for next year. This is more of an item that needs to happen. There needs to be some kind of risk that the College is aware of in the future that is going to impact its financial statement. For example, state appropriations. If the College knew state appropriations were going to be cut in half before the auditors issued the financial statements, that would have to be disclosed.

Required communications with the Board of Trustees is included is the bound packet the Board received. Everything was answered in the positive so there is

really nothing that needs to be referred tonight except for the management letter content.

AHP did issue a management letter in terms of a deficiency, and that was a suggestion that the College creates formal year end closing practices to ensure that the trial balance has been adjusted for year-end entries, particularly for the capital asset activity, leases subscription-based information technology arrangements (SBITAs), accrued liabilities, due to/from accounts, and grants. There were two other area mentioned regarding custodial funds and grants in accounts receivable.

While there is nothing wrong with those areas, AHP gave suggestions to help make them more efficient.

- Suggest that the College consider the use of a custodial fund for accounting for assets that do not belong to the College (student clubs and groups)
- Suggest that the College consider cleaning up the account receivable accounts and recording accounts receivable only when it is appropriate to do so.

Ms. Moon gave the following overview of the College’s net position:

- \$9.8 million increase in cash
- \$.9 million decrease in capital assets
- \$4.9 million decrease in pension and other postemployment benefit plan liabilities and related deferred inflow and outflow resources
- Unrestricted net position is \$2.6 million at June 30, 2024 compared to the prior year of (\$11.1) million
- Total net position change of \$14 million year-over year

Ms. Moon gave an overview of operating results for fiscal year 2024 (includes all funds). She stated that fluctuations between 2024 and 2023 include:

- Operating revenue – increase of 10 percent (tuition and other sources (D3C3 grant granted a large amount of revenues in 2024))
- Operating Expenses - increase of 2 percent
- Non-operating Revenue
 - State Operating Appropriations – increase of 19 percent (slight increase in normal appropriations and \$1.1 million UAAL pension supplement; deferred last year, included this year)
 - Property Tax Levy – increase 9 percent (higher property tax values)
 - Pell Federal Grant Revenue – increase 13 percent (more students; average per student increased)
 - HEERF – Decrease (closed out grants in prior year)
 - Investment Income – reported \$.9 million of income in the current year compared to a \$.4 million in the prior year (better interest rates).
- Other Revenue
 - State Capital Appropriations - \$761,000 for the current year related to information technology, equipment and maintenance (ITEM) improvements

Ms. Moon went over property the operating funds (revenue sources). She explained that Monroe County property values are going up, which is driving the state aid and tuition down.

MCCC revenue sources compares to its peer colleges as follows:

	<u>MCCC</u> Percentage	<u>Peer Colleges</u> Percentage
Tuition & Fees	27	32
Property Taxes	50	36
State Aid	20	25

All Other 3 7

Ms. Moon commented that Operating fund Expenses is very close to that of its peers as follows:

	<u>MCCC</u>	<u>Peer Colleges</u>
	Percentage	Percentage
Instruction	40	40
Public Service 1	2	
Information Technology	7	7
Instructional Support	12	12
Student Services	10	13
Institutional Admin	15	14
Plant Operation	14	12

For the most part MCCC’s instruction, information technology, and instructional support are in line with its peers.

Chair Mason noted that AHP felt that the transition from last year with all of the new employees in the Business area having to recreate a process to get to where they needed to be, was much improved. This year the process was much smoother.

- B. 4. a. (1) 6. *It was moved by Mr. Mason and supported by Ms. Thayer that the following resolution of commendation for Ms. Krista K. Lambrix be adopted:*

WHEREAS, Krista K. Lambrix, at the conclusion of her term on December 31, 2024, will have served as an elected trustee of Monroe County Community College for a full 6-year term, and

WHEREAS, she has been 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, and

WHEREAS, she has served as vice chair of the Board of Trustees since 2023 and served as board secretary for two years prior to that, and

WHEREAS, she has served on numerous board committees over the years, such as the Campus Facility Naming Committee, Alumnus of the Year Selection Committee, Presidential Evaluation Tool Review Ad Hoc Committee and Board Officer Nominating Committee, and

WHEREAS, she has served as a member of The Foundation at MCCC’s Board of Directors since 2019, and

WHEREAS, she represented the college and the Board of Trustees at the Michigan Community College Association Student Success Summit, and

WHEREAS, she exhibited an exceptional record of leadership, service and accomplishment during her tenure on the board, serving during critical points in the college’s history, such as the renewal of the 5-year Maintenance and Improvement Millage, the navigation of the college through the global pandemic and the renovations of Founders Hall, Campbell Academic Center and portions of the Warrick Student Center, and

WHEREAS, she was instrumental in MCCC’s decision to adopt a policy update that allows for a student to pay in-district rates if tuition is paid by an employer and either the student or the employer is considered a county resident, and

WHEREAS, as a registered nurse and director of surgical services and inpatient surgery at ProMedica Monroe Regional Hospital, she has leveraged her health care and management knowledge and experience to assist board deliberation and decision making and to advocate for the college and its students, and

WHEREAS, in fall 2023, she participated in a roundtable discussion with state legislators and regional leaders in healthcare and law enforcement to present plans on a future renovation and expansion of the college’s Welch Health Education Building for which the college was seeking funding support from the state of Michigan, and,

after, several years and substantial effort, \$10.9 million was included for MCCC in the state of Michigan's conference committee budget report released in June 2024, and

WHEREAS, she holds a master's degree in nursing from Siena Heights University, a bachelor of science degree in nursing from Spring Arbor University and an associate of science degree in nursing from Lorain County Community College, and

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

WHEREAS, she has 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 Krista K. Lambrix for services she has rendered to the district from 2019-2024, 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, November 25, 2024.

The motion carried unanimously.

- B. 4. a. (2) 7. *It was moved by Mr. Mason and supported by Ms. Thayer that resolution of commendation for Mr. Joel Spotts be adopted:*

WHEREAS, Joel Spotts, at the conclusion of his term on Dec. 31, 2024, will have served as a trustee of Monroe County Community College for more than a year after being appointed by the board to fill a vacancy, and

WHEREAS, he has been a staunch advocate of the college and devoted to its vision to be recognized for student-focused service, academic excellence, affordability, innovation, community responsiveness and student success, and

WHEREAS, he departs the Board of Trustees with an exceptional record of service and leadership, providing valuable strategic insight through his experience as an alum of MCCC, where he was president of Student Government, a student ambassador, a member of the President's Advisory Group and recipient of the Dr. Ronald Campbell Student Government Award, and

WHEREAS, he is deeply involved in the community through his work as a financial advisor and volunteerism as secretary and a board member for the Bedford Business Association and as a deputy grand knight for the Knights of Columbus, and

WHEREAS, he served from 2020-24 on MCCC's Alumni Association Board of Directors, and

WHEREAS, he earned an associate of science degree with a global studies designation from MCCC in 2018 before going on to earn a bachelor of business administration from the University of Toledo in 2020, majoring in financial services and minoring in professional sales, and

WHEREAS, he has displayed an unwavering commitment to keeping higher education accessible for the citizens of Monroe County, and

WHEREAS, he has 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 his dedicated 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 Joel Spotts for services he has rendered to the district in 2023-24; and

THAT IT BE FURTHER RESOLVED, that the Board of Trustees expresses its very best wishes for his continued success, wellbeing and happiness on this Monday, November 25, 2024.

The motion carried unanimously.

- B. 4. a. (3) 8. *It was moved by Ms. Dowler and supported by Ms. Lambrix that the following resolution of Commendation for Dr. Dean Kerste be adopted:*

WHEREAS, he has long been considered an outstanding and caring professor who has taught and developed excellent curriculum in the field of Mechanical Design Technology for 30 years and helped numerous students earn a livelihood by teaching them in the field of Mechanical Design Technology, and

WHEREAS, during those 30 years he has demonstrated a high level of professional competence, involvement and dedication through his leadership in Southeast Michigan/Northwest Ohio SolidWorks User Group as Group Leader.

WHEREAS, he secured the highest-level certification in SolidWorks, CSWE (Certified SolidWorks Expert) in 2014.

WHEREAS, during his years of service to the College he has been instrumental in sustenance, maintenance and development of the Mechanical Design Technology program, and

WHEREAS, he expended considerable time and effort developing curriculum for the Mechanical Design Technology program courses, especially during the COVID in-person to online transition period and,

WHEREAS, he has volunteered many hours of his time participating in hiring committees for the division and helping hire qualified faculty and staff and,

WHEREAS, he has spent many hours promoting the College, Applied Science and Engineering Technology Division in various marketing and recruitment events and,

WHEREAS, he has always been a vital and influential member of many committees at MCCC including the Academic Review, Retention and Recruitment, Instructional Technology, and Marketing as division representative for several years and,

WHEREAS, he has played a vital role in designing, planning and advising in the construction of the Career Technology Center, and

WHEREAS, he was nominated and awarded the MODAC Outstanding Occupational Educator award in the State of Michigan, at the yearly TRENDS in occupational studies conference organized by the Michigan Occupational Deans Administrative Council (MODAC) in the year 2002-03 and,

WHEREAS, in the same year he received the MCCC Outstanding Faculty Award and,

WHEREAS, he has been an active member of his church and community having been involved with local fire departments to help redesign the storage unit to carry the ('Jaws of Life') equipment that is used to extricate trapped passengers in a car accident. The Jaws of life project was completed over a 12-year period, working with 12 local fire departments.

WHEREAS, he has been a trusted friend and important member of the Applied Sciences and Engineering Technology (formerly Industrial Technology Division) for 30 years

THEREFORE, BE IT RESOLVED, that the Board of Trustees recognized Dr. Dean Kerste for his dedicated service and contributions to the College, our students, and the community, and

THAT IT BE FURTHER RESOLVED, that by the President's recommendation, Dr. Dean Kerste shall hereby be granted professor emeritus status, 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 November 25th, 2024.

The motion carried unanimously.

- B. 4. a. (4) 9. *It was moved by Ms. Thayer and supported by Mr. Spotts that the Board adopt Procedure 1.75(a), Hybrid/Remote Work Agreement as presented.*

Scott Behrens, Vice President of Enrollment Management and Student Success, presented Policy 1.75, Hybrid/Remote Work, for adoption by the Board. He also presented the accompanying procedure, 1.75(a), Remote Work Agreement, as an information item.

Dr. Behrens explained that this is a new policy and accompanying procedure. The intent is to create a single policy that ensures a reasonable request goes through a clear process for equity across the campus, as well as to ensure the work load expectations and evaluations are clearly laid out. The policy also states that the opportunity to work from home is a College option and not an employee right, and that work will be monitored. The procedure clearly lays out the work schedule, the location, and the equipment needed, and the responsibilities of both the employee and supervisor. The policy and procedure were presented to the Councils, and information gathered there has been incorporated in the them.

The motion carried six to one, with Ms. Goodman voting nay.

- B. 4. a. (5) 10. Proposed New Policy – 1.76, Mentoring Program Policy, was pulled from the agenda to be presented at a later date to be announced.

C. Information and Proposals

1. Delegations

- C. 1. a. (1) 11. Belinda McGuire, community member, commented on diversity, acceptance, and support for all.
- C. 1. a. (2) 12. Melissa Grey and Jenna Bazzell commented on gender and education. They spoke as citizens and do not speak on behalf of any institution or organization.
- C. 1. a. (3) 13. Spencer Lyke thanked President Quartey and the Board for supporting students, specifically, the LGBTQ community, and urged the administration to continue to stand firm for all of their students.
- C. 1. a. (4) 14. Aaron Mason spoke as a community member and does not represent the College the Board, any other individual, or organization. He explained that is his public comment time, and he does not sacrifice his free speech because he sits on the Board. He recapped a couple events that relate to the bathroom issue. Mr. Mason went back to the minutes just to see what is on the public record, so nothing is privileged. He relayed the events that began the restroom issue. There was an alleged incident of harassment in a College restroom that needed to be addressed as safety was a concern. In response the GSA posted signs without following College policy, but the GSA was trying to inform the public about those spaces. They were overstatements, they were more national signs of what was really specific to state law. Administration tried to deal with them by posting signs of their own. As the dust settled, the other side started posting signs of their own, harassing from the other direction. There became a realization that this law was passed and went into effect that codified in state law, this right to access based on certain principles; however, there was a large segment of the population who were not aware of it, and were vehemently opposed to it, and there had not been an edification process. Mr. Mason state that he does not think it is necessary, in the position of the College to advocate in one way or in the other. The signs that are posted on the restrooms are basically to inform people about those spaces.” If you don't like it, talk to your state legislator, have them work with other state legislators and update the law to be biologically based.” If you look at Michigan, the law that was passed, and the intent of it by a full Democratic government was to create a state civil rights law for this type of access. It is not reliant on Title IX and is not necessarily in in conflict with Title XI. The guest speaker that was referenced

earlier this evening was actually legal counsel. We would be fools not to follow our legal counsel that is advising us in that regard. One of the points Mr. Mason wants to help people understand is that the reason those extra placards are on the restroom doors, when even the legal counsel said they are not required by the law, is because of those that are extremely opposed to those rights of access to those spaces that caused the issue in the first place and continue to cause them. The signs in front of us our legal opinion, our legal counsel, and everyone, every professional in that regard, telling us the law is one way, and we are not getting it from any legislator, any legal opinion from it drafted to us in letter form, the most vocal is Rep DeSana, who has not talked to me, has not talked to this board as a whole. I do not know if he has talked to any individual trustee. I do not think he has talked to administration, but then he goes and circulates a petition, county-wide without even addressing the college himself and entering in discussions. So, there is a toxic environment out there that needed to be addressed. People need to know about those spaces, understand it, and if they don't like it, talk to their legislators and update the law. That's really what needs to happen. And that is my opinion. Mr. Mason noted that we have a diverse board with different beliefs. He does not know those individual beliefs. The Board is trying to oversee the policy of the College, and the College is trying to comply with the law. So that is the explanation. He added that he did talk to Mr. DeSana, but he had to catch him the sidewalk right before the election, while he was canvassing by his in-law's home. Mr. Mason has been reaching out, but where's that legal opinion? Where's that expert opinion? That is saying the state law says that you can pick out a non-conforming gender identifying person and say they can't use this space, that they have to go the single use restroom on the other end of the building that is less convenient. If we did that, the college would be in for a lawsuit. That is not good stewardship of money.

2. Non-staff Communications and Reports

- C. 2. a. (1) 15. The Board Received an update on Student Government from Elaina Mullins, Government President. Miss Mullins thanked Aaron Mason and Joel Spotts for attending their Student Government meeting.

Ms. Mullins reported the following activities of Student Government. She mentioned that Student Government (SG) been holding all clubs' meetings now to get an estimate of when each club is having an activity on campus, whether they need help from Student Government, and what they can use help with, whether it be marketing, a presentation to gather funds, whether want to do something in conjunction with another club, or if they want to bring to us issues, because SG can address most issues on campus with students, clubs and so forth. That has been happening monthly and SG also holds meetings every Tuesday.

Ms. Mullins also drops in to the meetings of other clubs and often talks to the advisors about things happening on campus and asks if there is anything they need from her. She and the other SG officers attend many different activities happening on campus as well. SG has gone over some of their bylaws to help improve their process so they can get back to the students and address any issues that may arise related to students and clubs. That is what SG is for.

SG is also a part of shared governance at the College, but they are mainly her for the students no matter what, and we have ways to address issues that do not require faculty or administration.

Ms. Mullins noted some of the events and activities they have held over the past academic year; a drive for Paula's house in October for Domestic Violence Awareness Month; a fundraiser during the AAU W Association, that raised \$199; participated in a zombie simulator shooting event with the Criminal Justice Club; and held a voter registration event. Next semester, SG will collaborate with Phi Theta Kappa on a job exploration fair to help students explore where they can go with their degrees. They have also participated in an International World Peace Day with the Multicultural Association on campus, and will be traveling to the Arabic Museum in Dearborn March, and then the Holocaust Museum in February. This is for students and it is all paid for. There is a maximum capacity of 40. Flyers will be circulated soon. Most of student Government plans to attend, but all students are welcome. Dearborn is a lovely place.

Ms. Mullins stated that she is from downriver, she is not from Monroe, but loves the people here and has come to love her peers.

3. President and Staff

- C. 3. a. (1) 16. Dr. Quartey announced the following staff appointment:

Staff Appointment:

Wesley VanderWeg, Circulation Digital Services Assistant, effective November 11, 2024 (replacing Janice Hylinski)

- C. 3. a. (2) 17. Curtis Creagh, Vice President of Finance and Administration, gave the Board an update on the General Fund Revenues and Expenses for the period ending October 31, 2024.

Curtis Creagh, Vice President of Finance and Administration, gave the Board an update on the General Fund Revenues and Expenses for the period ending October 31, 2024.

Mr. Creagh reported a budget of \$31.2 million. When looking at revenues the College has posted a total of \$6 million (19 percent) as of October as compared to \$5 million (17.5 percent) during the previous year. Revenues are looking good, specifically because of the increase that we in tuition and fees; 63 percent compared to 5 percent last year.

Mr. Creagh reported expenses of \$7.6 million (20 percent) compared to \$7 million (24 percent) last year. Year to year that is comparable. Revenues and expenses leave us with a balance of \$1.672 million. and we are over in This shows expenses are over revenues; however, that's largely because the bulk of our property taxes are due to come in in February and March, which is typical.

- C. 3. a. (3) 18. This item, 2023-24 Audit Report, was reported earlier in the agenda.

- C. 3. a. (4) 19. Gerald McCarty II, Dean of Student Success gave a brief overview the emergency funding that is available to MCCC students. He discussed the emergency support group at MCCC, which provides proactive, intrusive, and holistic support to students facing unforeseen expenses. The committee, led by the Executive Director of The Foundation, includes representatives from various departments and meets weekly to review and address student requests. Funding is used to pay utility providers, landlords, and insurance companies, and to provide gas cards, food cards, and academic supplies. The group also writes letters to landlords and utility companies to delay evictions and shut-offs. Additionally, a \$43,000 state grant for emergency funding was secured.

Dr. Quartey added that not only are we positively impacting students' lives, but in some cases, we are saving their lives. Many of these students may end up homeless. That is the difference we are making here at MCCC.

Dr. Behrens gave a personal shout out to Mr. McCarty, saying that he has personally witnessed him helping to move families from one place to another to ensure that they had a place to sleep that night, and then saw those same students in class the next day. Phenomenal work. He also mentioned that Dr. Myers also has incredible things coming up, giving Thanksgiving dinners to countless students this week. Just incredible work.

Mr. McCarty commented that the Emergency Support Group was able to secure a grant from the state of Michigan, \$43,000 for emergency funding. So, in addition to the funding that The Foundation provides, we have another \$43,000 that we secured just recently. He thanked Amanda Althouse, Coordinator of Student Success, for working on that. The money goes directly to directly to the students who are in dire need. That's all it can be used for.

- C. 3. a. (5) 20. The Board received an up date on the Strategic Plan from Quri Wygonik, Director Institutional Research, Planning & Accreditation, and Joe Verkennes, Director of Marketing and Communications.

Dr. Wygonik reminded the Board that for the past several years she and Mr. Verkennes have been giving an update on the Strategic Plan at the November meeting. She stated the MCCC is coming up on its final year of this plan. The KPI dashboards are being reviewed regularly. We have small subgroups in functional areas that are looking at the

movement and data based on implementation of certain tactics in the plan. We are also conducting a tactic inventory, looking at all the tactics that have yet to be completed, and identifying those that we still want to complete with resources that we have currently or maybe those that need to be escalated through a couple processes that we have to convene at the cabinet level to get movement on those a little quicker. More importantly, the items that we want to keep for the next plan, so that we can move those over and recycle them as high priority in the next plan. Dr. Wygonik noted that the Strategic Planning Committee (SPC) is finishing that work by the end of fall, and working aggressively toward that deadline. The committee has also convened a subcommittee of the larger SPC to review the tactics inventory once all that work is completed in December. The subcommittee will also guide the drafting of the new plan.

Dr. Wygonik went on to say that some of the activities involved in that will be asking campus to complete a survey. The Board will actually be asked to complete that same survey. Dr. Wygonik will work through President Quartey to get the link to the Board. This is similar to the mission, vision values work and some of the surveying that the Board completed for drafting this current plan, many years ago. The goal of that survey is to assess the campuses perception and our stakeholders' perception of how we live out our vision. That is the guide for the next plan, making sure that we are vision focused. The SPC will summarize the findings of the survey, and then use a word cloud Word Cloud summary and produce word cloud visualizations. The more a theme or a string of text as mentioned, the larger and more emphasized the words are in the cloud. So, it's kind of a different way to analyze data.

Dr. Wygonik mention that she and Mr. Verkennes will be moderating several sessions across all the functional areas on campus, and that work will take them into the winter semester. So, our activities begin February through June. The SPC will be completing the tactics inventory, reviewing the survey findings, and having discussions with functional areas. The Board will also be invited to participate in one of those discussions. DR. Wygonik will work with DR. Quartey and Ms. Dorcey, and hopefully, tack on to the beginning of your February meeting, if that's allowable. We'll summarize the discussion notes that will be the main source of data that we use, coupled with our climate survey, some of our HLC documentation, our campus map of the student experience, and those seminal pieces to draft goals and objectives of the new plan. we Dr. Wygonik and Mr. Verkennes want to pair this with the alignment of the budget process. So, although the Board will not have approved the new plan until June, we hope that you will and be mindful in our budget decision-making that we have certain items that are non-negotiable. We will then gather input on goals and objectives and propose tactics through our Council Model of Shared Governance, all to culminate in a final plan that will come to you in June for hopefully a goal line of July 1, 2025.

Mr. Verkennes explained that the new plan will cover 2025, to 2030. He gave a summary of successes to date. The SPC was happy with how well received the strategic planning process was by the Higher Learning Commission. When they visited us and held interviews, they were very complimentary. They were also very complimentary in the report that they submitted. Although there were some issues with the previous strategic plan, we more than made up for those deficiencies with this current strategic plan. Some of the successes over 2025 a three-degree audit communication system was implemented. We began offering more late-start courses. We did a comprehensive student experience process mapping project that resulted in not only a whole bunch of tactics that we inserted into the current strategic plan and completed, but also some tactics that we have not yet gotten to, that will likely be moved to the next strategic plan. The SPC will look at all the things we have done in this particular survey, a climate survey, a number of other surveys, and research projects that we have for the next strategic plan. A CRM was developed out of that and an extensive campus wayfinding. We have improved the student onboarding process, specifically orientation. Every time I leave my office and go out for lunch, I think I see an orientation sign, because they're always going on for new students. We reimagined academic advising, as well as this new alignment of our pathways that you have seen in a lot of our marketing communications. We did an ROI analysis of MCCC programming that took the better part of a year resulted in 10 new academic programs launched in one year. There are a number of two-year degrees I was happy to participate in helping to get the digital media, marketing and communication, a number of health sciences tracks, paralegal, and then data analytics out of business area. Also added were a number of certificates in construction, digital media and marketing, and the EMT program, which has been really well received. Another new program we are ready to start promoting is warehousing and logistics that is going to be onboard by

Fall 2025. We streamlined our academic boot camp offerings. The next one is really dear to my heart, because it is something we tried to do for many years, and then with COVID, we really saw the issues that we had on campus. Students were really in need of mental health services, and that came directly out of the strategic plan. I do not think it would have happened had it not been put into the strategic plan. Another success is the improvement of employee review processes, and additions of positions to oversee experiential learning. We have a number of positions there that are working on those things, improvement in professional development training processes, development implementation of required LMS orientation. That's Brightspace, our learning management system, and annual training for all faculty.

There is also a plan developed to improve shared governance. The Governance Evaluation Committee voted last week remember to begin a process to completely re-evaluate and retool the system using the same company, CLARUS Corporation, that helped us build this for the first time in 2011. So, overhauled a governance system that had been in place, probably since the 60s or the 70s, and now it is time for us to go back and re-evaluate it again. Mr. Verkennes said that he still has to work out some details with Dr. Quartey before moving forward formally with the firm. And that came out of strategic planning and then implementation, some regular campus collaboration and activities and events. We completed probably 60 to 65% of the tactics in the plan, which was one of the biggest strategic plans Mr. Verkennes has ever seen. So hopefully by July 1st, we will be back here with a brand-new strategic plan.

C. 3. a. (6) 21. 2023-24 Annual Report Update (Verkennes)

Joe Verkennes, Director of Marketing and Communication, presented the new 2023-24 Annual Report. Mr. Verkennes pointed out that there are six sections in annual report, aside from the intro letter from Dr. Quartey, that are key. The Innovation and Community Responsiveness section, highlights the college's outreach, engagement, and collaboration in the community and innovation. The second section is Student Focused Service and Affordability, which showcases our steadfast commitment to making sure higher education is accessible to everyone. The third section is Academic Excellence and Student Success. You can see a theme. These are all our values. These are all our strategic plan, which details the college's high quality education opportunities, programs and services. The fourth one is Adapting to Change. This is a summary, Dr. Myers Foundation annual report that he does for his board and for his donors. We talked earlier about the emergency fund for students in need. There is a section about one of those students has had some financial difficulties. Her name is R. She's also featured in a video. She was a part of the Reconnect program through the state. Her tuition and books were covered by that. But we also needed to ease her financial burden. Beyond academics, she benefits from a number of things, from using the care closet to the new Husky Shuttle. So, she has received a lot of guidance and support from dedicated faculty and staff.

Wrapping up, Mr. Verkennes showed the Board the electronic flip book version of the annual report. There is a mobile version as well. But this can be accessed from the College homepage. There is also a PDF version. It is already up on the website. The mailings have gone out. We mail it to all of our donors, all of our board members, and then we personally put it in the campus mailbox of all the employees. It is too expensive to mail to the whole county, so we send a link to the report via email. Mr. Verkennes explained that his office purchases a list of every email address of anyone 18 plus in Monroe County. Those will go out on Wednesday. It will link them right to the link that he just showed the Board, and then they can view it online.

Ms. Dowler commented to Mr. Verkennes that it just feels like, over the last five to eight years, we have gotten so much crisper in how we communicate our mission, vision and values, and the alignment of our strategic plan. She said the Mr. Verkennes has done a fabulous job communicating it, marketing it, and packaging it for us as a community college. He thanked him and his team for their hard work.

Mr. Verkennes and mentioned that Doug Richter is our graphic designer. He does amazing work. He noted that a long time ago, when he first took this job, we used to send this out to an agency designer, but Mr. Richter is so talented that we can design it in house, and then I write most of it. I get some help from Michelle Gaynier, Communications Specialist, and Janel Boss, Assistant to Executive Director of the Foundation, helps maintain all those lists, and the Finance Office helps us with the finances. That has been very intentional to tie the mission and vision into the strategic plan, and then report out. So, thanks for that.

Dr. Quartey mentioned that that is why we have won so many awards, constantly and consistently. We are winning awards for our publications and thanks to Mr. Verkennes and his office. He thanked them all for their excellent work.

- C. 3. a. (7) 22. This item, Procedure Update: Procedure 1.75(a), Hybrid/Remote Work Agreement, was presented earlier in the agenda.

- C. 3. b. (1) 23. President Quartey summarized his reports to the Trustees, which he sends every other week.

Dr. Quartey announced that by now, everyone knows the millage renewal did not pass. In other news, the Whitman center has a new full-time coordinator, Rebecca Fournier, as we further embrace the South County and Bedford community. Dr. Grace Yackee, Vice President of Instruction, was at the Whitman Center working with Rebecca last Friday. MCCC also has an EMT program now with Bedford High School that is ongoing, there are more programs to come.

Jack Burns Director of Facilities and planning has submitted the Request for Qualifications (RFQ) for the campus master plan, some of us are on the committee, including Trustee Dowler, Dr. Quri Wygonik, and Curtis Creagh. The committee met last Friday and will meet again tomorrow. We are reviewing the eight highly qualified firms who submitted responses. Out of the eight, we must select one.

As reported earlier in the meeting, MCCC receive an unmodified opinion on the audit, which is great news. We are also seeking additional cost estimates for the Health Education Building as we move forward with that project.

- C. 3. b. (2) 24. Chair Mason gave a recap of the previous discussion of the Presidential contract to make sure the Trustees were on the same page. The Board went through the review process with Dr. Quartey and concluded it last year. In June of 2024 the Board approved an equitable market adjustment to the contract after numerous, accumulated years of percent raises and after the Board had detailed discussion and open session. The adjustments included salary and fringe benefits adjustments that were effective for the 2023-2024 contract year. There were also numerous contract language requests that were not fully addressed at that time, and the consensus was to continue the discussion on those in a future meeting in the same calendar year. The Board approved the draft contract at the June regular board meeting, which became effective. The Board completed the second half of the annual review for Dr. Quartey for the 2023-2024 fiscal year at the July 15, 2025 special meeting and voted for a base salary increase of 4 percent for that year. The Board is continuing that discussion at this November meeting.

Some of the items the Board discussed were: an automatic raise each year based on the cost-of-living inflationary index, specifically an automatic two and a half percent each year, leaving to the Board's discretion any additional increases based as the Board's annual review process of the President. Previously, at the June 2024 regular meeting discussed this item. There was a motion for a 2.5 percent minimum and a 5 percent maximum annual inflationary adjustment based on CPI; however, there was no support for the motion. It was voted down unanimously. The consensus was that this could be come up for discussion in different form for inflationary adjustment. This is still an unsettled item.

The next item was surrounding evaluation. President Quartey would like a much more specific guideline of his evaluation for the Board within his contract. Currently, the Board reserves great discretion on the timing, manner, and content. The next item is regarding termination. Dr. Quartey is requesting any language concerning termination without cause be removed. Mr. Mason noted that he was recapping everything discussed at Board meetings and with Dr. Fisher and some of the Board. The current contract is an at will contract, although there are some protections in it, as far as notice, but it has a short window. Dr. Quartey would like the contract to read "for cause" termination". For disability, currently the Board picks the physician who makes the determination of ability to perform. Dr. Quartey would like it to read the Board,

or him. There is also a request in the event of a death, that 200 days be changed to 270 days. This is still unresolved. Finally, there was a request for reimbursement on unused vacation days, that is currently at five, but President Quartey would like it changed to 10, maximum. These are the outstanding issues with the President's contract.

Mr. Mason invited the trustees to ask questions, embark on further discussion or make a motion. To clarify, the 2.5 percent request is because of the history of zero percent raises over the years. He is asking that evaluation be done in a timely manner and consistently; something that would bind the Board to a specific process. If the Board fails to do that then it is basically a bad actor within the contract. New Trustees come on board at least every two years, but the process needs to go on.

Trustee Spotts commented that the contract is roughly where he wants it and he leaves it to future Boards to make any adjustments as needed on the inflationary measure. Chair Mason added that as far as termination for cause, it is very hard to terminate someone for cause, and it is a big, expensive process. The not for cause, or at will, is kind of a protection for us to minimize the cost of that process. The Board might define its own timeline to something like that, for example, 90-days' notice, and then six months' severance with six months' Cobra. So that is nine months. Right now, it is three months' notice of that termination, and so a separate item would be the severance of six months with Cobra. It may look like he has a rolling three-year contract, but it really is not, because we could terminate at will in that time frame. So, the lowest end of that is really nine months' notice. We could research this further and get more in depth information and see what is reasonable.

Mr. Mason said that, from his perspective some of these items are things you negotiate when you come on board, but he also thinks the contract was very much written in the favor of the college not taking too much risk to take on. There is probably a lot of control in that. We need to look at what is respectful? Part of the vision you have to look at when you do it, and part of what has been described to us by Dr Fisher is that, even if it's five years down the road, and we still have Kojo and then he decides to retire 10 years later, applicants will want to know what the previous agreement was and how we treat the president before. That's why we fixed the ongoing, zero percent raises for so long, and Dr. Quartey fell on the sword because of contract negotiations. But when once you start having an inflationary compound on top of inflation, inflation is down below three percent, on top of inflation, on top of inflation, so there are certain effects that come into play. We have to be able to effectively recruit someone. I am respectful of every board member. If don't think this is resolved or you want to talk it through more, and you think you need to do something as this Board, this is the last chance for the current Board to do take action on this item. It is also fine to take this item up with a new Board.

Trustee Dowler commented that she is not ready to make a motion, but that she had a few comments relative to the overall contract, compensation, evaluation. She feels the Board has come a long way in the last six months in evaluation and compensation to get things in a healthier, shored up position with respect to the President. Her sense is that the Board is done on this topic for today. As new Board members come on, and anything we might choose to pick up three months down the road, three years down the road, or six months down the road. She would like, for myself as a trustee, and specifically for the new Board members, data regarding what termination clauses typically look like in the state for college presidents. She would really like to see comparative data, because our president should be treated equitably, fairly compensated, and evaluated holistically. So should we pick anything up down the road, she asks that the Board have that information, and all This is the last chance for the current Board to do something. He Trustees get on board.

Chair Mason commented that Dr Fisher is great, but probably state specific, as much as she can be. We are competing for greatness here. For our students, we do cross state lines. We have data, so that is good to have as part of a workshop going forward to have that kind of review for a study session. But what we need to do it as a board is to make sure that resource information is provided and that there is a balance. We cannot let that derail the process. We need to get the data, discuss it, and move on with the business. Not kick the can down and not and

make a decision. Do we need to do a better job? That is what really concerns me about binding us more to a process.

After summarizing the discussion Chair Mason encouraged the Trustees talk further in your one on ones with President Quartey to get a good mutual understanding of the topic and the Board will work together as it goes through the next process; at least through the evaluation process.

4. Board Member and Committee Reports

- C. 4. b. (1) 25. Appointment of Alumnus of the Year Selection Committee has been moved to the January 27th regular meeting of the Board of Trustees.
- C. 4. b. (2) 26. Appointment of College Supporter of the Year Selection Committee has been moved to the January 27th regular meeting of the Board of Trustees.
- C. 4. b. (3) 27. Appointment of Officer Nomination Committee has been moved to the January 27th regular meeting of the Board of Trustees.
- C. 4. b. (4) 28. Chair Mason noted the upcoming events.
- 29. *It was moved by Ms. Lambrix and supported by Mr. Spotts that the meeting be adjourned.*

The motion carried unanimously and the meeting adjourned at 7:39 p.m.

Respectfully submitted,

Aaron N. Mason
Chair

Nicole N Goodman
Secretary

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These minutes were approved at the January 27, 2025, regular meeting of the Board of Trustees.