

November 8, 2022

A regular meeting of the Montcalm Community College Board of Trustees was called to order at 3:30 p.m. by Chairperson Karen Carbonelli in the Trebian Conference Room in MCC's Donald C. Burns Administration/Library Building in Sidney.

Trustees present: Karen Carbonelli, Chairperson  
 Dr. Esther Combs  
 Carol Deuling-Ravell (arrived 3:33 p.m.)  
 Joyce Kitchenmaster, Secretary  
 Robert Marston, Vice Chairperson  
 Kurt Peterson, Treasurer  
 Joshua Stump

Trustees absent:

Others present: Donald Adkison, MCC Physical Science/Math Instructor (arrived 4:08 p.m., left 6:45 p.m.)  
 Debra Alexander, MCC Dean of Student & Enrollment Services  
 Bill Bishop, MCC Business Instructor (left 4:45 p.m.)  
 Brandy Bunting, MCC Counselor (Microsoft Teams, left 4:24 p.m.)  
 Larry Carbonelli  
 Joseph Codling, MCC Academic Affairs Administrative Assistant-Greenville Campus (Microsoft Teams, left 4:48 p.m.)  
 Deborah Dawson-Gunther, MCC Automation & Industrial Technology Instructor (left 5:15 p.m.)  
 Kristen Diehl, MCC CIS Lab Coordinator (Microsoft Teams, left 4:20 p.m.)  
 Eric Doezema, Rehmann (Microsoft Teams, left 4 p.m.)  
 Vladimir Edelman, MCC Director of Institutional Research (left 4:45 p.m.)  
 Michelle Gibson, MCC Biology Instructor (left, 6:15 p.m.)  
 Lisa Herald, MCC Executive Assistant, President's Office  
 Jamie Hopkins, MCC Language Arts Instructor (Microsoft Teams, left 4:58 p.m.)  
 Katey Johnson, MCC Mathematics Instructor (left 6:45 p.m.)  
 Elizabeth Klooster, MCC Economics Instructor (left 6:45 p.m.)  
 Brianne Lodholtz, MCC Mathematics Instructor (Microsoft Teams, left 3:45 p.m.)  
 Dan Long, MCC Mathematics Instructor (left 6:45 p.m.)  
 Lisa Lund, MCCF Executive Director  
 Leslie Neal, MCC Speech & Communications Instructor (Microsoft Teams)  
 Greta Skogseth, MCC Language Arts/Humanities Instructor (Microsoft Teams)  
 Tore Skogseth, MCC Student Success Counselor  
 Cory Smith, *The Daily News* Reporter  
 Jessica Snyder, MCC Psychology Instructor (left, 5:44 p.m.)  
 Robert Spohr, MCC Vice President for Academic Affairs (Microsoft Teams)  
 Ben Stancil MCC Dual Enrollment English Instructor/Coordinator (Microsoft Teams, left 4:46 p.m.)  
 Connie Stewart, MCC Vice President for Administrative Services  
 Shelly Strautz-Springborn, MCC Communications & Public Relations Director  
 Seth Sutton, MCC Digital Arts Instructor (left 5:15 p.m.)  
 Chad Walden, MCC Language Arts Instructor (left 6:45 p.m.)  
 Dr. Stacy Young, MCC President  
 Amy Zdanowski, MCC Career Advisor (left 6:45 p.m.)

The Trustees reviewed the minutes from their 10/11/22 meeting. Hearing no comments or corrections, Mrs. Carbonelli said the minutes will be accepted as printed.

The Trustees reviewed financial reports.

Mr. Bishop read a letter written by MCC faculty members regarding the 11/2/22 *Daily News* article on the Higher Learning Commission four-year assurance review report.

Ms. Stewart added a bank institution change resolution under New Business and Mr. Marston added a 2022 ACCT Leadership Congress report to the end of the agenda.

Mr. Doezema gave an audit report. He reviewed data from the Single Audit Act Compliance report for year ended 6/30/22 and the Financial Statements and Supplementary Information report for years ended 6/30/22 and 2021.

Upon motion duly made by Marston and supported by Peterson, the following resolution was unanimously approved:

**BE IT RESOLVED**, That new accounts at Isabella Bank will be created for the purpose of maintaining transactions related to accounts payable, credit card receipts and the Plant Fund. The signatories as described above will be utilized for the new bank accounts.

Upon motion duly made by Combs and supported by Deuling-Ravell, the following resolution was unanimously approved:

**BE IT RESOLVED**, That Board policy, *Section II: Governance Process Policies “Recognition of Distinguished Services” - Emeritus Status*: be amended to be “The title emeritus will be granted by the board to each member upon leaving the board if the member has served as least one full six-year term. Privileges include: 1. Formal recognition at the Distinguished Service Award ceremony and an award that confers emeritus status. 2. Written invitation, reserved seating, and acknowledgement at the annual commencement ceremony. 3. Invitation to appropriate staff gatherings. 4. Inclusion on appropriate mailing lists.”

Upon motion duly made by Peterson and supported by Stump, the following resolution was unanimously approved:

**BE IT RESOLVED**, That the Montcalm Community College Board of Trustees, gives authorization to the Vice President of Administrative Services, Connie Stewart, to sign any and all documents necessary to revise, with the Internal Revenue Service, the business name of the college associated with the existing assigned EIN number, 38-1790920. This resolution authorizes the elimination of the word District from the name of the college and to reflect the colleges revised name, as Montcalm Community College.

Mr. Edelman presented an MCC Key Performance Indicators report.

The Trustees reviewed and discussed their Board self-evaluation.

The Trustees reviewed their Board community affiliations.

The Trustees reviewed their 2021-22 travel expenses.

The Trustees reviewed the 2022 college membership report.

Ms. Stewart gave an MCC five-year financial forecast report.

Dr. Young discussed her 2022-23 presidential goals.

The Trustees discussed the recent ACCT Leadership Congress conference.

At 7:11 p.m., Stump moved that the meeting adjourn. Combs supported the motion, which carried unanimously.

Respectfully submitted:

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Chairperson

Secretary