

## **BOARD OF TRUSTEES BOARD MEETING MINUTES FEBRUARY 20, 2008**

**Present:** Roy Portenga, Frank Bednarek, Don Crandall, Dorothy Lester, Ann Oakes, Barbara Saint Denis and Larry Wright

**Absent:** No One

I. Agenda

Motion to accept the agenda as presented by Ann Oakes, second, vote unanimous. Motion carried.

II. Minutes

Motion to accept the minutes as presented by Don Crandall, second, vote unanimous. Motion carried.

III. Public Comments Diana Osborn requested time during the Agenda Item V-F, Award of Bid – Golf Course.

IV. Consent Agenda (*Board Action Required*)

a. Budget/Finance

1. Treasurer's Report
2. Cash Receipts & Disbursements
3. Investments
4. Disbursements over \$10,000
5. Enrollment Report

b. Personnel

1. Personnel Report
2. Adjunct Faculty, Chairperson Stipends and Extra Contractural
3. Appointment of Associate Registrar

Motion to accept the Consent Agenda by Dorothy Lester, second, vote unanimous. Motion carried.

V. Non Operational

- a. Finance Committee Report – Frank Bednarek reserved comments on Agenda Items V-D, Award of Bid One Stop and V-F, Award of Bid Golf Course.
- b. Personnel Committee Report – Ann Oakes reported that the Personnel Committee met and is working on the Nepotism Policy and hopes to have a report at the March meeting.
- c. MCCA Director Report – Ann Oakes passed out a written report on the MCCA Security and Emergency Workshop. MCCA also adopted their Strategic Plan and there is a paragraph included on fundraising. She suggested that the Board read through these reports and suggested that they be “New Business” at the March meeting. Chair Portenga concurred.
- d. Award of bid – Student Services One-Stop (*Board Action Required*) Motion to award the bids as outlined, \$3,235,414.00 by Frank Bednarek. Second.

Frank Bednarek stated that the Finance Committee reviewed the bids and recommends this bid, and endorses the nursing area and Gerber Lounge. Nursing is a functional improvement, while Caesar Lounge is cosmetic. Discussion followed regarding Caesar Lounge not being completed in this phase. Caesar Lounge will remain the same unless more money is found. The ceiling and floor will be carried through the hallway for continuity. Caesar Lounge is fairly isolated and will blend in, while Gerber Lounge is open and visible. Caesar Lounge can be used functionally without being remodeled. The Student One Stop is over budget by \$31,764 without furnishings, which will cost approximately \$400,000. A portion of the furnishings will come out of the RRR budget and this presents an opportunity for fundraising for the rest. It was suggested to ask for donations from the furniture manufacturers.

Roll call vote:

Ann Oakes	yes	Larry Wright	yes
Dorothy Lester	yes	Frank Bednarek	yes
Don Crandall	yes	Barbara Saint Denis	yes

- e. Award of bid – Business Process Analysis (*Board Action Required*)

Motion that Sungard Higher Education be awarded the bid for the

Business Process analysis by Dorothy Lester, second.

The Sungard bid is 17% higher than Datatel and Datatel's proposal was clearer. Travel expenses are open ended with all three proposals with no true estimate on costs. A major concern was the function of the computer system looking into the system. Datatel's approach was "train the trainer" and this process would develop internal expertise. The concern is lack of staff and it was stated that it is imperative that our staff is engaged. Another concern was the dependence on a third party and losing internal expertise and ownership. Sungard's bid was \$6,000 more and the "train the trainer" concept is good because employees trained today may not be here tomorrow.

A question was raised of what the administration needs, training or integration; the College is looking at processes. This consultant is one time only to look at the College processes and address concerns. The College needs help with identifying duplication of staff and leverage technology, examine staffing patterns, organizational charts as well as leveraging and improving staffing and to streamline the registration process.

Roll Call:

Frank Bednarek	no	Ann Oakes	yes
Don Crandall	no	Barbara Saint Denis	no
Dorothy Lester	yes	Larry Wright	no

Motion failed.

Motion amended to accept the Datatel bid for \$40,000 with travel costs being clarified by Larry Wright, second.

Roll Call:

Larry Wright	yes	Dorothy Lester	no
Barbara Saint Denis	yes	Don Crandall	yes
Ann Oakes	no	Frank Bednarek	yes

Motion carried.

f. Approval of lease – Golf Course (*Board Action Required*)

The language on page 44 will be changed from \$1,000 to \$10,000. The additional fiscal data was helpful and it was clarified that the sale of trees was in 2006. The course was not operated for nothing, the corporation operating the course, Golfscapes, Inc. was paid by the College for the last two years. Diana Osborn made a

public comment that the administration came to the Board two years ago with a recommendation and it served the College well, and the College paid to have the course improved. The College continues to spend money on the golf course and this recommendation provides the “best of both worlds”. The current activities will continue and the golf course will be re-invented. The current employees at the golf course are not MCC employees, they are Golfscape employees. College assets are a community responsibility and she stated it is prudent to award this bid to Gatza Golf and Davey Turf to save the College money. She further stated the current agreement is an operating agreement and MCC has been financially supporting the golf course. It took this first two years to see where MCC should go with the golf course.

Gatza Golf and Davey Turf and Golf had a realistic and impressive proposal. They have the resources to maintain the sprinkler heads, continue with the stump removal and renovate the pro shop. The golf course is a wonderful community asset and it is prudent to partner with a company that knows this business.

The Finance Committee recommends Gatza Golf but it was not unanimous, the vote was two to one. Frank Bednarek had a comparison of proposals between Gatza Golf and Golfscapes. The proposal terms from Golfscapes benefited MCC by over \$100,000 over three years. It was suggested to require a performance bond if Golfscapes receives the contract.

It was stated that Gatza and Davey Golf and Turf have no experience or connections in west Michigan and local connections can develop leagues. This proposal is not whether a good job was done with the golf course, but rather what is in the best interest of the College.

Motion to award the golf course proposal to Gatza Golf and Davey Golf & Turf by Dorothy Lester, second.

Roll Call:

Frank Bednarek	no	Ann Oakes	no
Don Crandall	no	Barbara Saint Denis	no
Dorothy Lester	yes	Larry Wright	no

Motion failed.

Don Crandall made an amendment to the motion to award the contract to Golfscapes, Inc. for a three-year period with the strong provision that the contract can be canceled after the first year if the financial commitments have not been made. Second.

It was suggested to have a \$100,000 performance bond to protect the College. It was also suggested to add the pro shop in the items to be negotiated. A concern was stated that this is late in the year and perhaps the College can look at their financial report next October.

Vote: Unanimous, except Dorothy Lester voted no.

- g. Permission to post – Faculty Positions (*Board Action Required*)

Motion to post Faculty Positions by Don Crandall, second, vote unanimous.

- h. Approve President’s goals drafted at retreat (*Board Action Required*)

Motion to approve President’s goals by Don Crandall, second. Vote unanimous except Larry Wright voted no.

- i. Permission to purchase equipment from Orchard View School District (*Board Action Required*)

Motion to purchase equipment by Ann Oakes, second. Vote unanimous.

#### VI. Old Business

- a. Creation of “Issues List” – The issues list will be attached to the monthly agenda. The Policy Manual states that the subcommittees working on an issue will report back to the Chair of the Board and the Board will vote on the issue. The issues list will get formal approval from the Board Chair.

#### VII. New Business

- a. It was suggested to have Campus Safety and Security as new business for next month, however, it was decided at the Study Session to make the Finance Reports new business in March. Campus Safety and Security will be new business in April.

#### VIII. Board of Trustees Policy Manual – Update

#### IX. Announcements

- a. W. Scott Cutting Retirement
- b. Dan Yakes Retirement
- c. Bill Sikkenga Retirement

Chair Portenga publicly thanked these retiring faculty and stated the instructors at MCC are the backbone of this institution.

Motion to adjourn at 2:10 p.m. by Don Crandall, second. Vote unanimous.

Minutes submitted by Larry Wright.