



# Muskegon Community College

221 S. Quarterline Road • Muskegon, Michigan 49442

## BOARD OF TRUSTEES BOARD MEETING MINUTES NOVEMBER 21, 2007

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

**Absent:** Frank Bednarek and Larry Wright

I. Agenda

Motion to accept the agenda as presented by Dorothy Lester, seconded by Don Crandall, vote unanimous. Motion carried.

II. Minutes

Motion to accept the minutes as presented by Ann Oakes, seconded by Don Crandall, vote unanimous. Motion carried.

III. Public Comments – There were no comments.

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. Student Services Specialist-Records Technician
3. Television Production/Operations Manager

Motion to accept the Consent Agenda by Don Crandall, seconded by Dorothy Lester, vote unanimous. Motion carried.

V. Non Operational

- a. Finance Committee Report – Don Crandall reported in Frank Bednarek's absence and said there was nothing new to report from the Study Session. The Finance Committee is refining the reports

the Board receives and the Travel Policy will be discussed at a future Board Meeting.

- b. Personnel Committee Report – No Report.
- c. MCCA Director Report – No Report.
- e. Permission to Purchase Computers (*Board Action Required*)  
Don Crandall stated the Board had an issue a few months ago with waiving the sealed bid process for the storm sewer backup. The Board did not like waiving the sealed bid process, but understood it due to the emergency repair. The Board approved the I.T. Strategic Plan and as long as policies are in place, the Board would like to follow the policy. Don Crandall would like the information sooner so the bid process does not have to be waived.

Motion for permission to seek three quotes from Vendors for Hewlett Packard computers and bring the quotes back to the December Board Meeting by Ann Oakes, seconded by Don Crandall, vote unanimous. Motion carried.

- f. Permission to seek bids for qualified golf course facility operators (*Board Action Required*).

Motion to seek bids for qualified golf course facility operators by Dorothy Lester, seconded by Barbara Saint Denis, vote unanimous. Motion carried.

- g. Appointment for Foundation Board of Directors (*Board Action Required*). Don Crandall stated that he is delighted that Mr. Kraft is willing to serve. Don Crandall stated this should be in the Board of Trustees Policy Manual and 1.07 does not address it. The Board allowed the Foundation to be formed and it is a stand alone entity because of their 503c status. Reference their by-laws to approve the directors.

Motion to appoint Mr. Richard Kraft to Muskegon Community College Foundation Board by Barbara Saint Denis, seconded by Don Crandall, vote unanimous. Motion carried.

- h. Legislative Summit Attendance – There was much discussion regarding Board attendance at conferences and the travel budget. The Finance Council will make a recommendation on the travel budget to the Board of Trustees. It was recommended that Dorothy Lester attend the Legislative Summit with Barbara Saint Denis and Larry Wright.

- i. Board Evaluation of Board – It was discussed that this could be done, but the Board Evaluation sheet handed out is not the proper evaluation tool to use. Don Crandall stated he does not want to adopt this particular evaluation, but could be useful to the Board to fill this out as an exercise. Dorothy Lester said it is too lengthy and a lot of work and she is not willing to fill this out. Ann Oakes stated it should be a retreat issue.

VI. Old Business

- a. Presidential Evaluation (*Board Action Required*)-The Board unanimously agreed that President Rule met expectations.

Motion by Barbara Saint Denis, seconded by Dorothy Lester, vote unanimous. Motion carried.

- b. Change in the Policy Manual/Parity for the RRR Fund – Don Crandall said the Finance Committee is not yet at a position to make a formal policy. Dr. Rule is working with the Finance Committee with over \$25,000 in the aggregate on projects.

VII. New Business

- a. Board Travel

VIII. Board of Trustees Policy Manual - Updates

- a. Updated Policy Manual - Scholarship Awards (4.10.00, 4.10.01)  
After much discussion it was decided to leave these awards as they currently are. There was discussion to award all recipients with a 3.2 GPA and higher \$300 or 3.5 GPA and higher \$700. The policy will remain as is for the present time.

IX. Announcements

- a. Andy Wible gave a presentation on his sabbatical at the Board Meeting. This is the first sabbatical awarded in three years. This sabbatical brings a lot to the college community as well as the classroom.
- b. Board of Trustee/Cabinet Christmas Party at Arboreal Inn 12/18/07.
- c. Dr. Beverly Hair was acknowledged for receiving the Larry T. Reynolds Award for Excellence in Teaching by the Michigan Sociological Review Association. Dr. Hair was also unanimously Elected to serve as the 2008-09 President of the Michigan Sociological Association.
- d. HAPPY THANKSGIVING TO EVERYONE!!

Motion to adjourn at 1:20 p.m. by Don Crandall, seconded by Dorothy Lester, vote unanimous. Motion carried.