



BOARD OF TRUSTEES BOARD MEETING MINUTES – July 18, 2007

MEETING AT 11:00 A.M. DUE TO SERVICE AWARDS LUNCHEON

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

Absent: Larry Wright

- I. Agenda – Accept the agenda with item VIII, Updated Policy Manual Scholarship Awards deleted from the agenda. Ann Oakes would like this tabled until the next meeting to allow for more discussion. This was agreed to.

Motion to accept the agenda with item VIII, Updated Policy Manual deleted by Dorothy Lester, seconded by Don Crandall, vote unanimous. Motion carried.

- II. Minutes – Accept the minutes as presented with two corrections in the Study Session minutes. One correction was that Gene Gifford had stated that there is a \$50 license per day for the Texas Hold 'Em at Great Lakes Downs, and the other was that Dr. Rule said that the English Department cannot take cuts in their salary because of the labor contract.

- III. Public 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. Retirement – Gene Gifford (Athletic Director)
3. Position Posting – Athletic Director – There was a change in the description in regards to compliance with NJCAA and MCCA Region XII and state rules.

Motion to accept the Consent Agenda by Don Crandall, MD, seconded by Ann Oakes, vote unanimous. Motion carried.

V. Non Operational

- a. Finance Committee Report – Retirement Incentive (*Action Required*). Frank Bednarek made a motion that the Retirement Incentive Program be moved forward, seconded by Don Crandall.

Ann Oakes asked if the language for the plan administrator would stay the same and it was decided to leave it as written. Frank Bednarek asked if there was a schedule for the timing of the plan and Dr. Rule stated that two sets of letters would go out by the end of the week. One letter to everyone at home and one to them on campus. An email will be sent with a reference to the link. The letter will go out to everyone on Attachment "A". The Board will receive a copy of these letters. September 10 is the timeline when the individual needs to inform administration they are going to participate in this program. There will be a seven day grace period to allow for individuals to change their mind. They can set up appointments with Human Resources. This will be announced at Faculty Seminar Days. This will be called the Muskegon Community College Voluntary Separation Program of 2007, effective 7/18/07.

Vote unanimous, motion carried.

- b. Personnel Committee Report – President's 2007 Goals (*Action Required*). There was a correction in the language under Academic and another in Community Relations.

Motion by Don Crandall that the Board adopt these proposed goals as listed, seconded by Dorothy Lester. Vote unanimous, motion carried.

- c. MCCA Director Report – Ann said she hoped to see the trustees registered for this conference in Traverse City and at the dinner on August 1.
- d. Richard & Ann Kraft Alumni/Foundation House – Dr. Rule received a letter from Richard and Ann Kraft authorizing \$100,000 be removed from their account at the CFFMC and he is working with his accountant to send \$25,000 for the Kraft Alumni House. The administration is working with Hooker DeJong on schematics and will come back to the Board for an RF for the house remodeling. Mr. Kraft wants to have a dinner to challenge the classes of 1948, 1949 and 1950 to donate to this project.

Dorothy Lester asked if the capital campaign planned would be for this Alumni House and Dr. Rule anticipates a capital campaign in October. The primary target is the Planetarium which needs \$180,000, the Student One-Stop and the Alumni House. Barbara Saint Denis was under the impression that money for the Alumni

House would be coming from the Student One-Stop money and Diana said the Student One-Stop was bonded money and could not be used for any other project.

Barbara asked if the One-Stop has already started and Dr. Rule said that there was a meeting with the architects prior to the Board Meeting and the project is complicated because of the phasing of employees. Diana Osborn anticipates construction in early spring. The administration meets with the architects every Wednesday morning and will update the Board as the project progresses.

Don Crandall asked if the Board has thanked Richard and Ann Kraft for their donation and he made the motion to draft a letter to the Kraft's for their support of the Kraft Alumni House, seconded by Barbara Saint Denis. Unanimous vote. Richard Kraft will be on campus for the golf outing as well as the Foundation Board Meeting on August 15th and will present the letter to him then, as well as mail it. Frank asked when the events are planned for the classes of 1948, 49 and 50 and Dr. Rule said late August, early September.

- e. Storm Drain Repair – Roy asked what action is needed to approve this and Dr. Rule would like the Board to authorize moving forward with construction waiving the RFP process because of need as there is not time to complete the work before the students return in the fall.

Don Crandall made a motion to waive the RFP process required by Board Policy and authorize the President to complete the emergency storm drain repair, using Muskegon Construction as general contractor with the understanding the President will furnish the Board with figures as able, seconded by Dorothy Lester.

Barbara Saint Denis said she had read an article regarding this in the Chronicle and it was explained that the Chronicle gets a copy of the Board agenda prior to the meeting and Federico called and asked Diana Osborn about this.

Frank Bednarek asked for a roll call vote:

Barbara Saint Denis	abstain	Don Crandall	yes
Frank Bednarek	no	Dorothy Lester	yes
Ann Oakes	yes	Roy Portenga	yes

Ann Oakes asked how long the RFP process would take and Dr. Rule responded it would take two board meetings, one for permission for the RFP and another for the results and permission to award.

Motion carried.

- VI. Old Business
 - a.
- VII. New Business
 - a. Presentation by Academic Affairs
- VIII. Board of Trustees Policy Manual - Updates
 - a. Updated Policy Manual – Scholarships Awards (4.10.00, 4.10.01)
- IX. Announcements
 - a. MCCA Meeting in Traverse City – August 2 through 4 (MCC dinner Wednesday evening, August 1)
 - b. Gene Gifford Retirement Party, July 30, 2:00 – 4:00 p.m.-Gerber Lounge
 - c. Service Awards & Lunch – Blue & Gold Room – Following Board Meeting 12:30 p.m.
 - d. Golf Outing August 15 prior to the Board Meeting. Meet and greet at 8:30 a.m. – Shot gun start at 9:00 a.m.

Motion to adjourn at 11:35 by Don Crandall, seconded by Ann Oakes. Vote unanimous, motion carried.