



## Muskegon Community College

### BOARD OF TRUSTEES BOARD STUDY SESSION MINUTES

January 19, 2016 – 4:00 p.m.

400Z – Board Room

**Present:** Chair Crandall, Vice Chair Osborn, Trustee Frye, Trustee Oakes and Trustee Portenga

**Absent:** Trustee Moore and Trustee Mullally

Chair Crandall called the meeting to order at 4:01 p.m.

#### 1. Agenda

There were no changes to the agenda.

#### 2. Minutes

- Board Study Session Minutes – December 14, 2015

There were no changes to the Board Study Session Minutes of December 14, 2015.

- December 16, 2015

In the heading of the December 16, 2015 minutes the word “Minutes” is misspelled. Page 10 under “Future Agenda Items” the line “\$2.3M needed . . .” will be removed, as this is a note from a previous meeting.

#### 3. Public Comments and Presentations

- Lakeshore Fitness Center 90-Day Analysis – *Power Wellness*
  - Power Wellness Chief Operating Officer Brian Hummert, VP of Operations Peg Bravo, and Operations Director Jaimie Lehotsky presented their high level observations, actions taken and next steps/recommendations for the Lakeshore Fitness Center. The website for the Lakeshore Fitness Center may be viewed at: <http://www.mccfitnesscenter.com/>
  - Dr. Selmon presented some preliminary schematics for the main campus health facility and the Lakeshore facility. Plans have been reconfigured, reducing the on campus facility to 14,800 sq. ft. to reduce duplication. The focus for the on campus facility will be academics and athletics, and the focus at the Lakeshore Fitness Center will be recreational type activities.

#### 4. Consent Agenda (*Board Action Required - Vote*)

##### A. Budget/Finance

- I. Financial Reports – *Teresa Sturris & Ken Long*

##### B. Required Approvals – *Dr. Crandall*

5. Administrative Reports

A. Student Success Report – *Dr. John Selmon*

Work continues based on the student success goals identified by the Board.

1. Enrollment
2. Student Success Completion Agenda
3. Personnel Report – *Kristine Anderson*

Kristine reported there have been several new hires, with four new employees starting on January 4<sup>th</sup>.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

B. Foundation Update – *Vice-Chair Osborn*

The Foundation Board will be meeting on February 18<sup>th</sup>. They are working toward having some financial reports to present to the Foundation Board and the Board of Trustees on a regular basis going forward. A Capital Campaign sub-committee met and discussed how to go forward and help to raise money for projects and other activities at the college. The Foundation determined they would like to use one or two consultants (financial), to help with goal setting and have narrowed it down to a couple of people. A donor appreciation lunch or dinner is also being planned to thank donors.

7. Old Business

A. Construction Project Committees – *Dr. John Selmon*

- Steering Committee
  1. Science Center
  2. Health Center
  3. Arts Center – architects are onsite this week visiting with faculty in their current spaces to help determine needs and visioning for the future.
  4. Downtown Center – bid packets are being prepared.

8. New Business

A. Asbestos Abatement Services RFP for the MCC Downtown Center Rooks Sarnicola Institute for Entrepreneurial Studies in the former Masonic Temple Building – *Dr. John Selmon*

Gerry Nyland reported no abatement had been done at the former Masonic Temple. The plan is to start in February. If approved the bid will go out tomorrow or Thursday at the latest, with a walk through of the buildings on Tuesday.

B. Asbestos Abatement Services RFP for the MCC Downtown Center – *Dr. John Selmon*

Gerry Nyland stated the EDA requires that this be addressed before any construction begins and it has to be separate from the former Masonic Temple.

9. Board of Trustees Policy Governance Manual Updates – *Dr. Crandall*

A. Policy Updates

B. Monitoring Reports – Chair Crandall stated once the End Policies are approved for Student Success, the Board and Administration will need to determine when the Board would expect these reports, how often, etc.

C. Ends Policy Review and Approval

- Approval of Student Success Ends Policies – *Dr. Donald Crandall*

Chair Crandall indicated in developing Ends Policies, the goal is to get away from process and get into end results.

1. The College will prepare students to pursue higher-level degree opportunities including transferring to four-year colleges and universities.
2. The College will ~~provide-prepare classes and/or programs that allow~~ students ~~to develop~~ **with** the skills necessary to enter and/or advance in the technologically sophisticated local and global workplace.
3. The students will meet the unique educational, cultural, and societal needs in the community.
4. The College will provide classes and/or programs that allow students to achieve their specific educational goals.

- Financial Stability – Ends policies will be developed around fiscal performance/expectations. The Board will review the Executive Limitations they were presented with and compare with the Executive Limitations in the policy, to determine if any critical components are missing. For now, the Board will rely on the president's report justifying fulfilling of the Executive Limitations as the Board's End Policy.

- The Board agreed to begin with End Policies of: 1) Present a balanced budget; 2) Stay within the approved budget unless otherwise approved by the Board and; 3) Maintain our position of cost for credit hours within a certain percent of the like group of colleges, or stay within the parameters of no greater than the 60<sup>th</sup> percentile of like colleges. One of the reports the president will make to the Board is how they react to the End Policies and how Administration is living up to the Executive Limitations and that feedback will be sufficient for now.

- Community Impact

- Health and Wellness – as facilities are developed the Board may wish to develop:  
1) Outcomes on where we want to go as an institution in promoting health and wellness; 2) How we want to affect our community; and 3) What kind of outcomes MCC hopes to get out of our investment in Health and Wellness going forward.

- Educational Level of the Community

D. Future Agenda Items may be forwarded to Dr. Crandall.

E. Board Evaluation – The Board has been under policy governance for six months now and it's a slow shift, but the Board is now more focused on the bigger issues. The Board will have major input on strategic planning going forward and were asked how they want to interact with the process of developing the next Strategic Plan.

10. Announcements

A. President's Report – *President Nesbary*

B. Board Comments

- Trustee Portenga commented on the Muskegon Promise, stating that President Nesbary has been on that Board and has been very active, and what that does for the College is fabulous. He thanked President Nesbary for his involvement. He also noted the Board will need to review the BOT scholarship guidelines and qualifications to avoid overlap with the new Muskegon Promise. Scholarship applications have already gone out this year, but guidelines will be reviewed for BOT scholarships going forward. VP Sturrus is also working with Newaygo on the Newaygo Promise.
- Trustee Frye read a thank you card from the United Way for MCC's support of the United Way campaign.
- VP Sturrus announced one of our faculty submitted MCC's WWII Class and Lecture Series to the [LAND](#) (Liberal Arts Network for Development) and MCC was just notified that we have won the Institutional Excellence Award. This award will be presented to our two faculty members, Kurt Troutman and George Maniates on February 11<sup>th</sup> at the Riverfront Hotel in Grand Rapids and they will receive a plaque and a \$1,000 check.
- 55 employees will be recognized tomorrow for their years of service. Survey results indicate the most important part of this event for staff is spending time with the Board and shaking hands. Trustees will shake hands with each of the recipients as they receive their awards.
- Trustee Oakes thanked the Unity breakfast committee, she enjoyed the event and there was a great turn out.

With no further business the meeting was adjourned at 5:37 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd