



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES October 17, 2018 – 12:30 p.m. 400Z – Board Room

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

Chair Crandall called the meeting to order at 12:28 p.m.

1. Agenda – Trustee Osborn moved approval of the agenda; second. Vote unanimous; motion carried
2. Minutes
 - Board Meeting Minutes – September 19, 2018 – Trustee Frye moved approval; second. The Board of Trustees Expense Analysis was extracted from the Consent Agenda and discussed, which needs to be added to the minutes. Vote unanimous to accept the minutes with the requested edit; motion carried.
 - Board Meeting Closed Session Minutes – September 19, 2018 – Trustee Moore moved approval; second. Vote unanimous; motion carried.
3. Public Comments and Presentations
 - Strategic Planning Updates – Tina Dee provided a Strategic Planning update. The Board stated they are very pleased with the process.
4. Consent Agenda (*Board Action Required - Vote*) – Trustee Moore moved approval; second. Vote unanimous; motion carried.
 - A. Budget/Finance
 1. Quarterly Financial Updates – Ken Long presented the MCC and FMCC quarterly financial results. The Board asked for a graph of the Lakeshore Fitness Center membership trends, which Ken will put together.
 - B. Required Approvals – *Chair Crandall*
5. Administrative Reports
 - A. Student Success Report – Dan Rinsema-Sybenga discussed a food processing initiative that Michigan is participating in to help address the manufacturing skills gap.
 1. Enrollment – Trustees were directed to pages 16 and 17 and it was noted that MCC's fulltime students are up 5% from last year.
 2. Student Success Completion Agenda – Dr. John Selmon directed the Board to pages 14 and 15 for updates.
 - B. Personnel Report – Kristine Anderson reported on a couple additional yearend retirements – Gloria Herman and Betty Swanson. Emily Butkevich was hired as a Student Services specialist and

J'Nai Waller was hired as Department Support for Testing. Jimmy Booth was hired as the Health & Wellness Center Manager and Assistant Athletic Director. Wellness initiatives continue on campus and are very popular.

6. Business Non Operational

- A. MCCA Report – Trustee Oakes reported this was one of the best sessions she has ever attended and encouraged trustees to take a look at the presentation on MCCA's website. The presenter discussed unique approaches to gain and retain students. She applauded what is being done across the state and here locally for Student Success.

Chair Crandall stated that MCC needs to appoint a voting delegate and an alternate for the ACCT Leadership Congress in October – Trustee Roy Portenga volunteered as voting delegate and Trustee Sean Mullally volunteered as alternate.

- B. Foundation Update – Trustee Osborn thanked everyone who attended Founder's Day last Friday, as well as those who contributed. It was a great evening. Amy Swope shared preliminary numbers – revenue this year was just over \$16,000 add with the addition of in-kind gifts totaled just over \$18,600. The next event is the Donor appreciation event on November 27th, just before the Grand Opening of the new Health & Wellness Center.

7. Old Business

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

- Steering Committee
 1. Health & Wellness Center – Vice Chair Osborn directed Trustees to a video on the Health & Wellness Center facebook page that will be used for fundraising. The Health & Wellness Center punch list will be completed on Friday and the fence will be removed in one to two weeks.
 2. Arts & Humanities Center work continues.

8. New Business

- A. Permission to Issue a Request for Proposal (RFP) for Sound Lock Music Practice Rooms – Trustee Moore moved approval; second. Vote unanimous; motion carried.
- B. Request to change the November meeting date to November 14, 2018 from November 21, 2018, which is the day before Thanksgiving. Trustee Mullally moved approval; second. Vote unanimous; motion carried.
- C. Proposed 2019 Board of Trustees Meeting Schedule – Trustee Portenga moved approval of the Proposed 2019 Board of Trustees meeting schedule with the October 2019 meeting being moved to October 23; second. Vote unanimous; motion carried. Trustee Portenga noted he will miss the January 2019 meeting due to a conflict.

9. Board of Trustees Policy Governance – *Chair Crandall*

- A. Policy Updates
- B. Monitoring Reports
- C. Ends Policy Review and Approval
- Financial Stability
 - Community engagement survey outcomes
 - Health and Wellness
 - Educational Level of the Community

D. Future Agenda Items

- Policy Governance Evaluation. The Board received a sample from Vice Chair Osborn. They like that some of the Ends Policies were incorporated into the Strategic Plan, as well as the President's Self Evaluation. Trustee Moore and Chair Crandall will meet, review and summarize the information gathered into a simple evaluation.
- Board Evaluation

10. Announcements

A. President's Report – Dr. Nesbary noted he has given a number of presentations lately on policy governance and MCC is much further ahead of other institutions.

B. Board Comments

- ❖ Tour of the New Automotive facility following the Board Meeting
- ❖ Saturday, October 20 – 11:30AM to 1:30 PM
Muskegon Community College [EXPO](#)
- ❖ Wednesday, November 7 – 11AM Veterans Salute at the flagpole
- ❖ Tuesday, November 27, 10:30AM – 1:30PM – Donor Event followed by the Health & Wellness Center Grand Opening
- ❖ Arts & Humanities [Events](https://www.muskegoncc.edu/news-and-events/events/) - <https://www.muskegoncc.edu/news-and-events/events/>

Trustee Moore moved going into closed session for review of a legal issue and real estate; second.

A roll call vote was taken:

Trustee Frye – Yes	Trustee Moore – Yes
Trustee Mullally – Yes	Chair Crandall – Yes
Vice Chair Osborn – Yes	Trustee Portenga – Yes
Trustee Oakes – Yes	

The Board discussed litigation and real estate matters.

Trustee Oakes moved that the Board come out of closed session; second.

A roll call vote was taken:

Trustee Frye – Yes	Trustee Moore – Yes
Trustee Mullally – Yes	Chair Crandall – Yes
Vice Chair Osborn – Yes	Trustee Portenga – Yes
Trustee Oakes – Yes	

Trustee Portenga moved the Board accept the mediators' award offer of \$190,000 to resolve our current dispute with Capital Consultants Inc.; second. Vote unanimous; motion carried.

Trustee Portenga moved that Muskegon Community College purchase 3.1 acres of real estate at 16777 Lincoln in Grand Haven, MI for \$425,000 plus the usual incidentals; second. Vote unanimous; motion carried.

With no further business the meeting adjourned at 2:28 PM

Minutes submitted by Secretary Nancy Frye.

/csd