



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES October 21, 2020 – 12:30 p.m. Zoom Meeting

Present: Chair Osborn is participating remotely from Muskegon Township, MI
Vice Chair Mullally is participating remotely from Whitehall, MI
Trustee Crandall is participating remotely from Norton Shores, MI
Trustee Frye is participating remotely from Holton, MI
Trustee Moore is participating remotely from the City of Muskegon, MI
Trustee Portenga is participating remotely from North Muskegon, MI

President Nesbary is participating remotely from Muskegon, MI
Cindy DeBoef is participating remotely from Muskegon, MI

Absent: Trustee Oakes

Chair Osborn welcomed Shon Cook, who is participating in today's Board meeting. Shon is on the ballot unopposed, running for the MCC Board of Trustees. Chair Osborn also noted that both our Secretary of the Board, Nancy Frye and Treasurer, Kathy Moore are also on the ballot unopposed.

1. Trustee Crandall moved approval of the Agenda; second. A roll call vote was taken:

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

2. Minutes – Trustee Portenga moved approval of the Board Meeting Minutes of September 16, 2020; second. A roll call vote was taken:

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

3. Public Comments and Presentations

- Marykay Vanlente, Chair of the Friends of the Lakeshore Fitness Center, expressed their gratitude to the MCC Board for operating the LFC in a manner respectful and supportive of all of its members. She also expressed thanks for being receptive of the Phil Balducci study, permitting the delay of that study when necessary, and extending the due date for RFPs, resulting in more inclusion of information to guide the Board in their decision to determine which bid to approve. Moving forward, she and the Friends of LFC encourage the Board to continue this inclusion of the public in the remaining objectives to complete our united goal of selling this much needed community service facility to an entity who shares our philosophy. The Board also received a letter from Nancy Stier, Vice President of Friends of the LFC, which offer some specific requests in concert with that effort; and they are confident MCC and the Board will take these suggestions to heart.

4. Trustee Moore moved approval of the Consent Agenda; second. Vote unanimous; motion carried.
5. Administrative Reports
 - A. Budget/Finance
 - I. Ken Long presented Quarterly Financial Reports for the first quarter of the fiscal year. Projections indicate we are on track to meet our budget. This would not have been possible without expense reductions, state appropriations coming in and enrollment being better than budgeted.
 - B. Required Approvals – *Chair Osborn*
6. Administrative Reports
 - A. President’s Report – *Dr. Nesbary*
 - Dr. Nesbary thanked everyone on campus for their efforts noting how much of a difference that has made in helping the College to meet our budget and move through the pandemic.
 - He thanked the Friends of LFC for their continued collaboration with the College.
 - He noted there are some new programs and some we have been involved with that have helped keep our enrollment relatively stable. They also bring opportunities to the College include Achieving the Dream (AtD), Center for Community College Student Engagement, the Student Success & Completion Agenda, the Futures for Frontliners (F4F) program, McDonald’s Archways for Opportunities and Michigan Reconnect.
 - The MCCA Board meets this Friday.
 - We announced recently that Mercy was shifting their clinic on the main campus to a FURI clinic (Fever Upper Respiratory Infection clinic), bringing in patients suspected to have COVID for treatment. When Dr. Nesbary was notified and received that information, he had many conversations about their safety protocols to make sure everyone on campus would be separated in a safe and reliable way.
 - Related to periodic updates about new coronavirus cases on campus, Dr. Crandall asked how many total we have had to date. Kristine Anderson reported the most we have had active at any given time is four; it has always been under that number. Trustee Moore added, from a public health perspective, even though there are school-associated cases where staff or students are positive, there are zero outbreaks, meaning the source of exposure did not start at MCC; so the safety measures/practices in place should be commended by Dr. Nesbary and the leadership staff for no school related outbreaks. The cases were exposed outside of the campus at social, home, or other events.
 - B. Student Success Report – *Dr. John Selmon*
 - I. Enrollment – winter registration opens Monday.
 - At the time of this report, there were 60,000 Futures for Frontliners applicants and it’s over 70,000 now. What this means for MCC:
 - About 2,240 have indicated MCC is their college of choice; about 390 were enrolled in fall semester; 663 just need to complete their Financial Aid and we are working with them, offering Financial Aid workshops and seminars to help them complete; 709 need additional info for the state.

- Archways for Opportunity is a strategic partnership with McDonalds. They have 26 locations that we are working with in this region and between 40-60 full- and part-time employees at each location. McDonald's is really being a partner and will also be joining us for some of our virtual events.
 - Michigan Reconnect will be coming in the Spring or Summer timeframe.
 - We have the Going Pro Talent grant with the state in the workforce development area, offering customized training.
 - We have a partnership with Little River Casino for employee training and development.
 - The most recent partnership is with Wesco, with about 2,000 employees in the region who qualify for the F4F program as well as Wesco's tuition reimbursement program. We will do a similar announcement to the Archways program. They also want to do some non-credit workforce development with their employees.
 - The next big partnership we are working on is with Meijer. Nothing has been signed yet, but we have contacted Meijer to discuss a similar partnership.
 - MCC is going to make a big impact in this region and help with the region's economic recovery.
 - Everyone across the college is working on these initiatives. Dr. Selmon believes we will have some good positive numbers for Winter and start trending in the right direction.
2. Student Success Completion Agenda
- We received a grant from the Michigan College Access Network to have a completion coach onsite that will work with our lower income students and others to help them to continue, persist and graduate from MCC. This is a three-year shared cost grant.
 - Trustee Portenga asked, "With regards to these partnerships and collaborations, what are we doing in terms of a collaborative effort? They are coming in with money, are we giving lower tuition costs, how are we helping, what are we doing in terms of a collaborative effort?" Dr. Selmon responded we are co-branding, marketing together, talking with their people about how they can benefit educationally and sharing other financial resources that are available. We have dedicated staff to work with their organizations, get them in and get them through our system.
- C. Personnel Report – *Kristine Anderson*
- Launched a new online annual evaluation module, which will also help with the quarterly process with the ESS group, custodial/maintenance and the APS group.
 - The United Way campaign will kick off next week. We are going with the theme #mccremainingunited – with employee events planned.
 - Prepping for open enrollment
 - Supporting Ken with the CARES Act

- A big thank you to Administration and faculty that are teaching in person who have helped us maintain those stats with our COVID cases and making sure that we are keeping our campus safe.
- Kristine reminded everyone to please get a flu shot.

Trustee Crandall asked how the United Way pledge cards would be distributed. Kristine indicated they are working with the United Way on an online process.

7. Business Non Operational

A. MCCA Report – Trustee Crandall stated there is nothing new to report. The MCCA Board meeting is scheduled for Friday and updates will be shared at the next meeting.

B. Foundation Update

- Ken Long noted Founder’s Day and the retiree luncheon will not be held in-person this fall. There are no in-person events being held with COVID. The FMCC Executive Committee met last week and is looking at a virtual donor outreach event. The FMCC Board meeting is scheduled for November.
- Chair Osborn added they are hoping to have a joint meeting in December with the Board of Trustees, remotely, for updates on what the FMCC Board is doing and how they interact.

8. Old Business

A. Project Updates – *Dr. John Selmon*

- The FARM project is moving along and anticipates being complete by December 31, 2020.
- MCC is closing on the Stebbins Road property tomorrow at 1:00 p.m.

9. New Business

A. Trustee Portenga moved approval of the Newaygo Promise Tuition; second. The difference in tuition between WSCC and MCC is \$68. A roll call vote was taken:

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

B. Trustee Mullally moved approval of the CARES Act Spending as recommended; second. A roll call vote was taken:

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

C. Trustee Crandall moved approval of Permission to Seek Bids to Purchase a Campus Phone System and Phones; second. A roll call vote was taken:

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

- D. Trustee Moore moved approval of Permission to Seek Bids and Purchase Laptops; second. A roll call vote was taken:

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

- E. Trustee Frye moved approval of Permission to Purchase Document Imaging Expansion; second. Trustee Portenga would like to have it noted for the record why it's a single source bid. Dr. Wilson replied it is an expansion of an existing system that has already proven to be very effective, we are looking to expand on that. A roll call vote was taken:

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

- F. Trustee Mullally moved approval of Permission to Purchase Call Center Services as recommended; second. Trustee Moore asked whether these are additional services. Dr. Wilson replied the College is already in a contract with ellucian to provide call center services, which was set up and designed pre-Covid. Now that we have moved 80 percent of our classes online, call volume from students has increased 250%. This will increase the amount of current contacts we have to account for the increased call volume from students. A roll call vote was taken:

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

- G. Trustee Portenga moved approval of Permission to Award Contract – Library Information Technology Center Chiller Replacement; second. A roll call vote was taken:

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

10. Board of Trustees Policy Governance – *Chair Osborn*

- A. President Nesbary's Contract – Trustee Crandall moved approval of the contract; second. Trustee Portenga asked for clarification on the following:

- Paragraph 3, salary, reads: The president's base salary shall be \$195,000 starting on January 1, 2021. The contract starts July 1, 2020, so under that language there is zero salary from July 1, 2020 through December 31, 2020. The draft just before that read: The president's base salary shall be increased from \$185,000 to \$195,000 starting on January 1, 2021. The prior draft reads better legally, defining his salary from July 1, 2020 through December 31, 2021. The second issue is an error, 8. E. says in print twenty thousand and in parenthesis \$15,000 - this should be \$15,000. Chair Osborn clarified, "What we are proposing is the contract goes back to July 1, 2020. The increase in salary would start on January 1, 2021, when he would start receiving \$195,000 for a half year of his contract through June 30, 2021. He will be making the old amount of \$185,000 until December 31, 2020."

A friendly amendment was made: "The president's base salary shall be increased from \$185,000 to \$195,000 starting on January 1, 2021; and additionally; twenty thousand (written) and in parentheses (\$15,000) should both be \$15,000."

Trustee Portenga noted Dr. Nesbary has had a voluntary wage freeze for quite some time and his salary will be staying at the \$195,000 for several subsequent years. He should be commended in how he has cooperated with the Board and the College during these hard financial times. Trustee Crandall agreed, stating the current salary was put in place in 2017 and this new increase will carry on to 2023, so the increase is really spread out over six years.

A roll call vote was taken:

Trustee Crandall – Yes
Trustee Moore – Yes
Trustee Portenga – Yes

Trustee Frye – Yes
Vice Chair Mullally – Yes
Chair Osborn – Yes

Chair Osborn noted the Board of Trustees gives approval for the Chairperson and Dr. Nesbary to sign this contract and put it into effect. Dr. Nesbary thanked Chair Osborn and the Board for the modification. He stated it has been a challenging time and he understands, especially this year, it's been more challenging for every single employee on campus. He sees this as a commitment by the Board and himself to continue to move the College forward in a way that is responsible and yet providing the kinds of messages to the campus that we expect to help our employees during this time, which is why he made the reference earlier to APS staff and the faculty. Any compensation increase he would accept would be aligned with any increase APS staff may receive as well.

Chair Osborn had a discussion with Trustee Oakes who was in agreement with this contract as well.

- A. [Policy Updates](#)
- B. Future Agenda Items

II. Announcements

A. Board Comments

- Chair Osborn noted we lost a very large supporter and donor to Muskegon Community College in Richard Kraft, who passed in late September. He was a very delightful person who loved MCC. He has donated and given so much time to the College and was on the Foundation Board, giving a good deal of advice and recommendations. He will be sorely missed.
- Trustee Portenga agreed with the comments on Richard Kraft, stating we will all miss him and our sympathies to his wife Ann.
- Trustee Portenga congratulated Dr. John Selmon on his graduation from the Aspen Institute's Rising Presidential Fellowship program on October 10. Dr. Selmon thanked the Board, Dr. Nesbary and those who had input on that 14-month project.
- Chair Osborn thanked Shon Cook for joining us today.

With no further business, the meeting was adjourned at 2:03 p.m.

Minutes submitted by Secretary Nancy Frye.

/csd