



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES November 16, 2016 – 12:30 p.m. 400Z – Board Room

Present: Vice Chair Osborn, Trustee Frye, Trustee Moore and Trustee Mullally

Absent: Chair Crandall, Trustee Oakes and Trustee Portenga

Vice Chair Osborn called the meeting to order at 12:31 p.m.

1. Agenda

Trustee Moore moved approval of the agenda; second. Vote unanimous; motion carried.

2. Minutes

- Board Meeting Minutes – October 19, 2016

Trustee Frye moved approval of the Board Meeting Minutes of October 19, 2016; second. Vote unanimous; motion carried.

3. Public Comments and Presentations

- Bill Lievense presented legislative updates.
- Report on 2016 Audited Financial Statements – *Paul Gilbert & Eric Van Dop – Brickley DeLong*
Trustee Moore moved to approve the audit as presented; second. Vote unanimous; motion carried.

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

Trustee Moore moved approval of the consent agenda; second. Vote unanimous; motion carried.

A. Budget/Finance

1. Financial Reports – *Teresa Sturrus & Ken Long*

B. Required Approvals – *Dr. Crandall*

5. Administrative Reports

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

1. Enrollment is currently up 1%. The enrollment report will be uploaded to the Board portal.
2. Student Success Completion Agenda – Dr. Selmon, VP Sturrus, Dr. Nesbary, Eduardo Bedoya and Kelley Conrad were in San Antonio, TX at the ESSI Conference, which was an invitation only conference and ESSI dictates who gets to

attend. This is a national institute that provides training on how to work with students by looking at demographics, data, interventions and strategy to increase outcomes. The MCC team is taking the national models that work and applying best practice models here at MCC.

3. Personnel Report – *Kristine Anderson*

- In the last month two people were hired: 1) Mike Council has joined MCC as a Senior Clerk in the Finance Department; 2) Kevin Kaiser will start at MCC soon as a Graphic Design faculty this Winter semester.
- Brian Goodman, who has been a theater technician for several years, will be retiring at the end of the semester.
- A very successful pancake breakfast for the United Way was held recently. The president and cabinet served pancakes to approximately 100 people. MCC is currently at 90% of goal, with a little over a week to go.

4. Bruce Wierda gave a summary of institutional scholarship recommendations:

- There will be no new 2017-18 Board of Trustee scholarships awarded, although it is a 2-year commitment, with 55 students currently receiving their year one benefits. Bruce estimates 25 will qualify for second year scholarships for the 2017-18 academic year.
- The High School Counselor Scholarships have been awarded for several years in the amount of \$200, which will be increased to \$400. It is a one-year award for students and will be made unrestricted.
- Academic Performance Based Scholarship – \$10,000 of the money from the BOT scholarships will be moved into this scholarship, increasing it from \$60,000 to \$70,000 for the upcoming year. Looking at MCC's demographics, the committee decided to move beyond just high school seniors that qualify, opening it up for second year MCC students and also students who transfer back to MCC and this will also be an unrestricted award.
- Two new scholarships have been created: 1) Targeting our adult students, to qualify they fill out the general MCC scholarship application with the general essay, must be 24 years old or older, this could be a first time college student or a returning student who has not attended MCC for at least three years, they have to be enrolled for at least 6 credit hours and must be a degree seeking student; 2) The MCC Outreach Scholarship will target students that live outside Muskegon County, awarding up to \$1,000 per year. They must have at least a 2.0 GPA, will be targeted at first time freshman, though not necessarily right out of high school (first time attending any college), with a minimum 6 credit hour enrollment status. The \$50,000 previously used for the BOT scholarships is being reallocated to develop these new scholarships.

A. MCCA Report – *Trustee Oakes*

B. Foundation Update – *Vice-Chair Osborn*

Vice Chair Osborn reported that the FMCC Board meets tomorrow. A lot is coming up, with lots of money to raise and lots of projects going on. This board has been transitioning for a number of years, and they are really starting to get into a comfort zone with where they are going and what this board is doing. Bylaws will be reviewed to determine if they still fit. There are often questions of how the BOT and FMCC Board mesh. Early next year a joint meeting between both boards will be scheduled to get ideas of how they interact, what they're hoping to do, looking at how both boards work together, so the Foundation Board has a clear idea of what their role is.

6. Old Business

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

- Steering Committee
 1. Science Center
 2. Health & Wellness Center – all paperwork for capital outlay has been submitted to the state and we are waiting for them to get back to us.
 3. Arts & Humanities Center – work and planning continue with the architects, to get the budget where it needs to be.
 4. Downtown Center – this is an interesting project with a lot going on with renovation and what is found when tearing down walls. We continue to work through this and make adjustments wherever we need to. As evidenced by the November 2nd Wall Breaking, there is a lot of community support and a lot of momentum around this project.

7. New Business

A. Information Item – Appointment of Dr. Tim Trainor to Distinguished Faculty Status – *Teresa Sturrs*

Tim taught Computer Information Systems and Psychology, working for MCC for 33 years. He will be at Winter Faculty Seminar Days and the Board will be notified.

Trustee Moore moved approval; second. Vote unanimous; motion carried.

B. Permission to Seek Quotes and Purchase for Server Life Cycle Replacements

Trustee Mullally moved approval; second. Vote unanimous; motion carried.

C. Permission to Purchase for Budgeted Fiber Cabling – *Mike Alstrom*

Trustee Mullally moved approval; second. Vote unanimous; motion carried.

D. Request to Confirm 2017 Board Meeting Schedule and Service Award Luncheon Date

- The January 2017 Board meeting will be held at 11:30, followed by the Service Award Luncheon at 12:30.
- There is a conflict for the February 2017 Board meeting, with the ACCT National Legislative Summit the same week, and the AtD Conference the week after. It was suggested the February Board meeting be scheduled for February 8th.

Trustee Mullally moved approval as amended and with confirming with the remaining board members next month; second. Vote unanimous; motion carried.

- E. New Foundation for MCC Board Member – *Vice Chair Osborn*
Trustee Mullally moved approval; second. Vote unanimous; motion carried.
- 8. Board of Trustees Policy Governance Manual Updates – *Dr. Crandall*
 - A. [Policy Updates](#)
 - B. Monitoring Reports
 - C. Ends Policy Review and Approval
 - Financial Stability
 - Community Impact
 - Health and Wellness
 - Educational Level of the Community
 - D. Future Agenda Items
- 9. Announcements
 - A. President’s Report – *President Nesbary*
 - B. Board Comments
 - Trustee Frye thanked everyone involved in the Veteran’s event here at MCC, stating it was well done and the speakers were great. As a veteran, she thanked everyone so much for what they did for veterans and to recognize veterans in our community. Dr. Selmon thanked Trustee Frye for addressing the group and said it was a powerful afternoon.
 - Vice Chair Osborn read a poem and wished everyone a Happy Thanksgiving.
 - Post-election stress, Larry Visconti is presenting a session tonight with Kelley Conrad on Mindfulness.

With no further business, the meeting was adjourned at 1:27PM.

Minutes submitted by Secretary Nancy Frye.

/csd