



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES

November 17, 2021 – 12:30 p.m.
Room 1300 – Lecture Hall
Stevenson Center – Main Campus

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

Absent: Trustee Cook

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

1. Trustee Crandall moved approval of the agenda; second. Vote unanimous; motion carried.
2. Public Comments and Presentations
 - Eric Van Dop from Brickley DeLong reported on the 2020-2021 Audited Financial Statements for Muskegon Community College and the Foundation for Muskegon Community County. Jenni Wheeler presented on the single audit.
 - FY2021-22 Financial Projection Presentation – *Beth Dick*. Dan Moore and Mike Council were recognized for their work. Our new Budget Coordinator Chayada (Goy) Higgins was also recognized.
 - Jeff Johnston gave an academic department presentation on MCC's Engineering Program. Dr. Michael Kilburn is the Pre-Engineering Director, Jeff Johnston is the Mentor, and the Event Coordinator position is open.
3. Trustee Nancy Frye moved approval of the Consent Agenda; second. Vote unanimous; motion carried.
 - A. Minutes – Board Meeting Minutes of October 20, 2021
Minutes – Board Closed Session October 20, 2021
 - B. Budget/Finance
 - I. Financial Reports – *Beth Dick*
 - C. Required Approvals – *Chair Osborn*
4. Administrative Reports
 - A. President's Report – *Dr. Nesbary*
 - Brandy Johnson was named president of the Michigan Community College Association (MCCA)
 - David Lingholm will be on campus December 1st for the Lessons in Leadership series

- Dr. Nesbary serves on the Talent 2025 Board
- B. Student Success Report – *Dr. John Selmon*
1. Winter 2022 Enrollment – we are trending in the right direction. Enrollment is everyone’s business. Friday morning meetings share community resources that employees can connect students to.
 2. Student Success Completion Agenda
 3. Projects at a Glance
- C. Personnel Report – *Kristine Anderson* – We are wrapping up open enrollment.
- Kaylee Kapatos has been hired as a Student Success Coach.
 - Chayada (Goy) Higgens has been hired as our Budget Coordinator.
 - Kyle Schaeffer, Benefits and Compensation Manager has resigned.
 - We are wrapping up our United Way campaign.
5. Business Non-Operational
- A. MCCA Report – *Trustee Crandall* – With the shortage of nurses, Baccalaureate nursing degrees were introduced as bills in the House. With the shortages in teachers, this may also be brought up at the Board meeting.
- B. Foundation Update – *Teresa Newmarch* – The Alumni Relations Committee will be meeting in January. The deadline for the Distinguished Alumni award and the Alumni Achievement award are due December 31. The *Reflections* magazine is being redesigned.
6. Old Business
7. New Business
- A. Vice Chair Mullally moved approval of Permission to Award and Contract for the Sturrs Technology Center Storm and Sanitary Sewer Separation Project; second. Vote unanimous; motion carried.
- B. Trustee Moore moved approval of Permission to Award and Contract to Gold Hill Associates for the Executive Search Firm for filling the role of Muskegon Community College President; second. Vote unanimous; motion carried.
- C. Trustee Crandall moved approval of the Executive Search Committee Process for the Presidential Search; second. Vote unanimous; motion carried. Kristine Anderson was appointed as Liaison for the Presidential search.
- D. Trustee Crandall moved to approve the composition of the total search team. Second: Vote unanimous; motion carried.
8. Board of Trustees Policy Governance – Trustee Portenga gave the updates. Trustee Mullally also worked on the Policy.
- A. [Policy Updates](#) – The Board reviewed and approved updates/edits to the following policies:
- 2.10 – 1. remove language “refusal or neglect to file acceptance of office”
 - 2.12. – 1. Board committees are to help the Board do its job, not to help or advise the staff. Committees ordinarily will assist the Board by preparing policy alternatives and implications. (omit for the Board). Committees....

- 2.12 – 5. Capacity, except for a Finance Committee.
- 2.13 – 1.a. new members, as well as to maintain and increase existing
- 2.14 – 3. II. Public Agenda-Related Comments (see 4 a & c below)
- 2.14 – 4. The Public may participate at Board meetings at the time allotted for Public Agenda-Related Comments and at the time allotted for Public General Comments subject to the following guidelines which the Chairperson, if circumstances warrant, will read prior to the comments.
 - a. Public Agenda-Related Comments: The public may now address the Board on issues relevant to the Agenda. Consistent with Michigan law, the College’s By-laws, and the Board’s need to accomplish our responsibilities today, prior to your comments please state your name and your municipality. Also, your comments must:
 - Be limited to one appearance no longer than three minutes (optional: shorter time if many participants);
 - Be directed to the Board in general, not particular members;
 - Be avoidant of personal attacks;
 - Again, be relevant to issues on the agenda;
 - (Optional if many participants) And be non-repetitious in the points made and/or the rationale used to make your points; know that as Chairperson, I may limit your time if positions and/or rationale are repetitious.
 - b. Public General Comments: The public may now address the Board on College-related issues not related to the Agenda. We will use the same limitations previously noted for Public Agenda-Related Comments but, because we are not required by law to accept general comments, we will now limit comments to five participants, two minutes each. While making your comments, please keep in mind the College’s published “Guiding Values” of “learning, integrity, excellence, collaboration, and kindness.”
 - c. From time to time, special circumstances may arise where members of the public wish to address the Board for more than the times allotted above and where the Chairperson believes the added time would be beneficial to the Board’s considerations. In such cases, the chairperson can grant more time so long as the members of the public request more time at least 24 hours before the meeting.
- 2.14 - 7 ends at “and any other applicable statute.”
- 2.15 - 4 The Board shall continually review existing policies. Remove “and apprise.”
- 3.04. - 4 Delete 4 “below the global level the aggregate of limitations....” numbering will now change.
- 4.01 – 3 change staff to employees
- 4.01 - 13 delete “failure to provide multiple...” numbering will change
- 4.08 – add comma after Alcohol in the title. First sentence change to “...may not approve of alcohol, recreational marijuana, non-prescription drugs or any illegal substances on campus...” Change exceptions to exception.
- 5.03 Change to “The College will be a visible and recognized leader in enhancing the profile of the local and regional community by ensuring equal opportunities for, and equal treatment of all individuals regardless of race, sex, sexual orientation, color, ethnicity, national origin, or any other characteristics protected by law.” Delete indicators. Check font

B. Future Agenda Items

9. Announcements

- Thank you to the Search committee and the Policy committee.
- Congratulations to Mayor Pro Tem Trustee Mullally

Trustee Crandall moved going into closed session to discuss real estate. Second. Vote unanimous;

motion carried.

A roll call vote was taken:

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

Discussion ensued on the potential purchase of real estate.

Trustee Mullally moved going out of closed session. Second. Vote unanimous; motion carried.

A roll call vote was taken:

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

Trustee Portenga motioned to move forward with the options for the purchase of real estate as stated by the attorney from Warner Norcross and Judd. Second. Motion carried.

With no further business, the meeting was adjourned at 2:51 p.m.

Minutes submitted by Secretary Nancy Frye.

/ph