



Muskegon Community College

BOARD OF TRUSTEES BOARD STUDY SESSION MINUTES November 17, 2014 – 4:00 p.m. Room 1100 – Stevenson Center Lecture Hall

Present: Vice Chair Osborn, Trustee Mullally, Trustee Oakes, and Trustee Portenga

Absent: Chair Crandall, Trustee Frye and Trustee Lester

Vice Chair Osborn called the meeting to order at 4:02 p.m.

New Trustee Kathy Moore was in attendance and was welcomed and introduced.

1. Agenda

There were no changes to the agenda.

2. Minutes

- Board Study Session Minutes – October 13, 2014

There were no changes.

- Board Meeting Minutes – October 15, 2014

No were no changes.

- Board Special Meeting Minutes – October 29, 2014

No were no changes.

3. Public Comments will be taken at Wednesday's Board meeting.

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

A. Budget/Finance

1. Finance Committee Report – *Trustee Oakes*

The Finance Committee met with the auditors Eric VanDop and Paul Gilbert today, who will give a full report at Wednesday's Board meeting.

2. Treasurer and Financial Reports – *Beth Dick*

Beth didn't include anything in the board agenda with regards to last fiscal year, as the auditors will review that information on Wednesday.

- Page 13 Cash Balance Report. There is a new column on the schedule – 2nd column from the right "PNC 2014 Capital Projects Fund". The remaining bonds were issued last month and we received an influx of a little over \$14M in cash. This additional column will be on the report going forward until the money is spent.
- Page 14 Investment Schedule – Under the heading "Funds" is a list of money market funds, the new \$14M listed is for the bonds issued, is considered invested money at this time. Finance has a cash flow for the \$9M for the Science Center, showing what money is needed and when. The \$14M is primarily for all the other projects and those money

needs aren't known at this point, as they are just getting started. All bond funds are sitting in a money market and Finance will determine the best way to invest these funds going forward.

- Bank CD's \$2.5M in CDARS matures December 4th – Cash flow needs will be reviewed to determine how much will be re-invested and how much will be left liquid. There won't be any property taxes received until mid to end of January for operating purposes, payroll, and any other expenses during that timeframe.
- Checks over \$10k – the format changed a bit and was split out into three different groupings. The first grouping, pages 15, 16 and the top of page 17, is for checks paid out of the operating account. The headings "2013 Bond Account" and "2014 Bond Account" separate out money spent from bond proceeds from all the other operating expenses.
- Barnes & Noble payment of \$119k, page 15, was bookstore charges for the fall semester for all of the sponsor billings – all of the schools dual enrollment and early college students, and all of the companies who sponsored students.
- The bill for the core switch and wireless upgrade, paid to Data Strategies for \$271k, was approved by the Board several months ago.
- The final bill for last winter's ice damage to the roof was paid; this was all covered by insurance.
- Page 17 for the two bond accounts – Clark Construction and Kingscott Architects have been paid out of the 2013 bond for the Science Center. The only items paid from the 2014 Bond were for the Blow Therm Booth and Prep Station and Vacuum System, approved by the Board a few months ago, and bond issuance costs.
- Page 18 – Statement of Revenues & Expenses YTD through October. Still working through Fall enrollment; currently \$281k short compared to budget (4% down). Other than a little bit of dual enrollment revenue, fall enrollment is not expected to change significantly. The bond issuance budget cost was estimated at \$260k and came in at \$233k; one bill is not included yet.
- Salaries and fringes are coming in below budget. There are some vacant positions that were budgeted to be full. Finance is going to take a really close look at fringe benefits to see where we're at in terms of medical costs, so that could potentially fluctuate.
- Balance Sheet – all cash and investments related to the two bond issues are considered to be restricted, non-current cash and investments. The numbers went up since year end due to the last bond issue in October. Also under Non-Current Liabilities, the bond balance went up because of issuing \$14M in bonds.

B. Personnel

I. Personnel Committee Report – *Trustee Mullally*

The Personnel Committee met today. The college has found a contractor to work with for the Whistle Blower policy, D.K. Security.

5. Administrative Reports

A. Academic Affairs – *Teresa Sturris*

There was nothing additional to report.

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

a. Enrollment

b. Student Success Completion Agenda

An update on Academic Goal Setting and Planning was distributed and summarized by Dr. Selmon.

- C. Personnel Report – *Kristine Anderson*
There was nothing additional to report.

6. Business Non Operational

- A. MCCA Report – *Trustee Oakes*
There was nothing additional to report.

B. Foundation Update – *Vice-Chair Osborn*

- The Foundation Board meeting is scheduled for November 20th. The Board will review the special needs fund grant applications. The Executive Committee will meet beforehand to look at standing committees and the direction of the Foundation. FMCC continues to look for additional members and encouraged nominations of individuals.
- The annual fund campaign is currently at 32% of the annual goal. 82% of donations are allocated to scholarships. The year-end appeal, focused on scholarships, is currently at the printer. There will be some internal appeals on partnering with Dr. Selmon that will be focused on the Jayhawk Retention Grant and the Student Success Emergency Fund.
- The Foundation completed a very successful audit.
- The Foundation reached a significant milestone with a first ever over \$200k. That also put us over a milestone for the 990 Form – Tina is researching what is needed for the new 990 Form.
- The Foundation is participating with the Faculty Association in recognizing all of our retirees at the Annual Holiday Luncheon on Friday, December 5th.

7. Old Business

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

Work on the Science Center is well underway. A Health Center meeting is scheduled for tomorrow to determine next steps with the architectural and demographical work that's been completed. Downtown is still pending with a closing expected by December 10th and the Board may have a closed session on Wednesday to discuss acquisition of property. The Art Center continues to meet and has had some discussion on needs.

a. Steering Committee

- i. Science Center
- ii. Health Center
- iii. Arts Center
- iv. Downtown Center contract expected to be ready on or before December 10th.

B. Policy Governance – *Chair Crandall*

A retreat will be scheduled for the Board in January or February, to begin work on policy governance.

8. New Business

A. Auditor's Report – *Brickley DeLong* – *Wednesday, November 19 at the Board Meeting*

The auditor's will present to the entire Board on Wednesday.

B. Personnel Appointment – Full Time Workforce Training & Account Manager – *Kristine Anderson*
Kristine distributed additional salary information to the Board.

C. Corrections to Approval of Local Strategic Values from October 2014

This item is for information only. Corrected information was submitted to the state.

D. Resolution Recognizing Sherman Poppen

Vice Chair Osborn indicated there was a nice article in the Sunday paper on Sherm Poppen.

E. Resolution Recognizing J. Paul King

In the 60's and 70's the snurfer was a big thing at MCC; it's exciting to be part of this history.

F. IT Services Contract Recommendation

The recommendation is on the Board portal for review. Negotiations with Ellucian will continue through December 31st to determine whether contract issues can be resolved. MCC fully expects to come to an agreement with Ellucian, but if not, MCC will move forward with the next bidder.

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

10. Announcements

- [Friday, December 5th 11 AM Retirees Punchbowl Reception in Blue & Gold Room and 12-1 PM Faculty & Staff Holiday Lunch in Collegiate Hall](#)
- [Friday, December 19th – *Early Bird Registration Deadline* for \[ACCT NLS\]\(#\) February 9-12 – Marriott Wardman Park Hotel – Washington, D.C.](#)
- [Board Meetings for 2015 will be moved back to 400z and 400LL due to construction](#)

A. President's Report – *President Nesbary*

- President Nesbary highlighted two items under Academic Affairs and Student Success. First, the Michigan Corrections Officer Training Academy was completed recently on our campus with the corrections commissioner and several wardens from Ionia attending the graduation. This is a new initiative by the Department of Corrections for training their officers at community colleges and the first year this has been done at MCC. Thanks to Academic Affairs and faculty for working with trainers around the state to complete this. Second, Dr. Nesbary highlighted the new training program for early release inmates, partnering with the county jail in Muskegon. MCC is now working with the state in a way we haven't before.
- President Nesbary attended the MCCA President's meeting. The presenter gave information on national state-of-the-art practices in Student Success, which MCC has been implementing for some time now.

B. Departmental Updates – *President Nesbary*

- Dr. Selmon reported MCC had its Veterans Day ceremony here last week, which was very successful. Trustee Frye and the entire committee did a great job.
- Kristine Anderson reported MCC had a very successful United Way Campaign with a penny war between the VP's.

C. Board Comments

With no further business, the meeting was adjourned at 4:48 PM.

Minutes submitted by Secretary Frye.

/csd