



## Muskegon Community College

### **BOARD OF TRUSTEES BOARD STUDY SESSION MINUTES December 15, 2014 – 4:00 p.m. Room 1100 – Stevenson Center Lecture Hall**

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

**Absent:** Trustee Lester

Chair Crandall called the meeting to order at 4:01 p.m.

1. Agenda

There were no changes to the agenda.

2. Minutes

- Board Study Session Minutes – November 17, 2014
- Board Meeting Minutes – November 19, 2014
- Board Closed Session Minutes – November 19, 2014

There were no changes to the November minutes.

3. Public Comments

There were no public comments.

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

A. Budget/Finance

I. Finance Committee Report – *Trustee Oakes*

Finance Director Beth Dick reviewed key points from today's Finance Committee meeting:

- Schedule of Investments-Bank CD's – a \$2.5M CDAR matured December 4th and was not reinvested, as funds are needed for December cash flow. Property tax monies will not be received until the end of January. The money is being left liquid at this point, although some may be invested before Christmas break.
- Checks over \$10k page 15 – the committee talked at length about the robotics training course offered through the Lakeshore Business and Industry Training area of the college. This cost was for leasing robots to conduct the training course.
- Payments made out of the two bond accts were for October construction work and a payment to Thrun Law Firm for bond counsel for payment of the bond issue.
- November Statement of Revenues and Expenses page 16 – The Fiscal YTD Budget column includes both Fall and Winter semester revenues. Fall enrollment was at 96% of budget; winter enrollment was at 75% of budget with six weeks until the start of winter semester and as of today is at 89% of budgeted enrollment with 4 weeks to go.

- Salaries and Wages are currently under budget, partially due to lower adjunct wages resulting from lower enrollment, in addition to fringe benefits and vacancies that were budgeted to be filled the entire year, with some of those positions remaining vacant.
- Very preliminary budget projections for the entire year were distributed and reviewed. Winter and Summer semesters are projected to be down by 4%.

2. Treasurer and Financial Reports – *Trustee Oakes*

B. Personnel

1. Personnel Committee Report – *Trustee Mullally*

The Personnel Committee met and reviewed items on the HR Report. They also heard about the change in the carrier for Disability and Accidental Death and Dismemberment coverage. The current carrier's rates increased 64%, so this insurance will move to Cigna to keep the cost flat.

5. Administrative Reports

A. Academic Affairs – *Teresa Sturuss*

The Board would like faculty member Char Parker nominated for an ACCT national award.

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

a. Enrollment

b. Student Success Completion Agenda – Upon completion of Fall semester, the report will be updated. Winter enrollment is down 2% from last year; credit hours are at 88% of budget and contact hours are at 89% of budget. Currently MCC is at 90% of budget, 4% lower than last year. Early college and new student enrollments are up. Strategies are being discussed.

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 FMCC Board met November 20<sup>th</sup>. A meeting summary was given by Trustee Osborn.

- A presentation was given by Dave Stradal on the recipient of the Special Needs Fund Grant.
- Eric Van Dop and Paul Gilbert of Brickley DeLong gave a report on FMCC's very successful 2013-14 audit.
- Tina Dee gave a summary of Founder's Day. Total revenues totaled \$21,206.26, which was a little less than last year. Ideas were discussed for increasing revenue going forward. Discussed changing the venue as we are outgrowing the current location.
- Seven grant applications were received for this year's Special Needs Fund. Decisions were made to give to the Jayhawk Fund and the Student Success Emergency Fund, both help to fund student needs. There was a request for clickers and Richard Kraft has generously agreed to cover the cost of clickers.
- A year-end ask was made. The Foundation's goal is for 100% participation from our Boards.

## 7. Old Business

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

#### a. Steering Committee

- i. Science Center construction is underway. A detailed report from Clark Construction may be found on the Board portal under the Millage/Construction link.
- ii. Health Center meeting on Friday; will continue working through the demographical analysis. The Board requested the demographic analysis for review and to help in the decision making process. George K. Baum has been asked to conduct the demographic analysis for presentation to the Board in February.
- iii. Arts Center – architectural services could be initiated as soon as February 2015. Further updates are available on the Board portal.
- iv. Downtown Center – an RFP will be issued on December 19<sup>th</sup>, by January 16<sup>th</sup> there will be bidder's onsite at the Chronicle Building, and interviews will be conducted on January 30<sup>th</sup>. By the February or March Board meeting a request will be presented to the Board. Snow removal and security are all set for this location.

### B. Policy Governance – *Chair Crandall*

## 8. New Business

### A. Permission to Issue RFP for Architectural Services for the Downtown Center – *Dr. John Selmon*

- LEED certification requirements were discussed and information will be provided to the Board.

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

The Board is moving ahead with Policy Governance and has a retreat scheduled for January 5th.

## 10. Announcements

- [Monday, January 5, 2015, 8:30 a.m. – Board Retreat @ The Shoreline Inn Marina View Room](#)
- [Campus closes at 3:30 p.m. on December 23, 2014, for Christmas Break and Re-Opens on Monday, January 5, 2015.](#)

### A. President's Report – *President Nesbary*

MCC has contracted with George Erickcek from Upjohn for a 5-year economic forecast.

### B. Departmental Updates – *President Nesbary*

- Dr. Selmon reported MCC just finished the United Way work campaign, raising \$23,267 compared to \$19,214 last year.
- Cindy DeBoef will contact Judge Kathy Hoekstra to confirm whether she is available to conduct the swearing in of new Trustee Kathy Moore.
- Any Trustees who would like their photo updated were asked to notify Cindy DeBoef and a time will be scheduled with Paris Studios.

### C. Board Comments

With no further business, the meeting was adjourned at 4:53 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd