



## Muskegon Community College

### **BOARD OF TRUSTEES BOARD STUDY SESSION MINUTES February 15, 2016 – 4:00 p.m. 400Z – Board Room**

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

**Absent:** Chair Crandall and Trustee Oakes

Vice Chair Osborn called the meeting to order at 4:03 p.m.

1. Agenda

There were no changes to the agenda.

2. Minutes – there were no changes to the January minutes.

- Board Study Session Minutes – January 19, 2016
- Board Meeting Minutes – January 20, 2016

3. Public Comments and Presentations

- Experiential Learning Center Presentation – *Kurt Troutman and George Maniates* – George Maniates presented the plaque to Vice Chair Osborn that was awarded to him and Kurt Troutman at the [LAND](#) (Liberal Arts Network for Development) conference. The plaque is an Institutional Excellence Award for their WWII History Course and Community Lecture Series. George and Kurt gave a presentation highlighting the many experiential learning offerings and experiences available at MCC.

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

A. Budget/Finance

1. Financial Reports – *Teresa Sturris & Ken Long* – There were no additional questions on the financial reports.

B. Required Approvals – *Dr. Crandall*

5. Administrative Reports

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

1. The Winter Enrollment Summary was reviewed. MCC is 1% ahead in contact hours compared to last year, which is still 4% under budget. Enrollment is flat (4,478 last year compared to 4,492 this year, which is 1% below the budgeted goal). Necessary adjustments are being made.
2. Dr. Selmon gave updates on the Student Success Completion Agenda, high impact practices, and the upcoming Achieving the Dream conference.

3. Personnel Report – Kristine Anderson reported two new employees will be starting next week – Stephanie Briggs in Enrollment Services (Rep) and Darrin Spoon in Grounds.

Dave Kiley, Accounting & Business and Mike Lorey, Applied Technology/Welding will both be retiring.

6. Business Non Operational

- A. MCCA Report – *Trustee Oakes*

- B. Foundation Update – *Vice-Chair Osborn*

- Thursday, February 18<sup>th</sup> is the Quarterly FMCC Board Meeting. Vice Chair Osborn is excited to present some FMCC financial reports developed by Ken Long, which will be very helpful. In March, Vice Chair Osborn hopes to present these reports to the Board of Trustees.
- A program presented by the United Way and the Community Foundation, which consists of three segments on building better boards, will be offered to Foundation Board members to attend.
- Activities in process include considering a consultant for the capital campaign and planning a donor appreciation lunch or activity.

7. Old Business

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

1. Science Center – Dr. John Selmon directed the Board to page 17 for the LEED Certification, which is in process. MCC is submitting for Gold status.
2. Health and Wellness – Lakeshore Fitness Center – a company is conducting a free assessment for energy efficiency improvements through HVAC, mechanical, electrical upgrades, etc. and there may be measures MCC can implement that will benefit the college. Capital Outlay is not officially in the bill, although Rep. Bumstead is following as a local rep and said it will be. The Capital Outlay appropriations would go to the Health and Wellness Center. Dr. Nesbary will forward the list of those on the Capital Outlay Committee to the Board so they may touch base to promote MCC's request. The architects continue to meet every Monday to work on the Lakeshore Fitness Center, as well as the campus Health and Wellness facility.
3. Arts & Humanities – the Board is invited to attend a visioning session scheduled for this Wednesday (see announcements, Item 10).
4. Downtown Center – The architects went before the City Planning Commission to present MCC's plans for a Downtown Center and received approval. We are now awaiting pending EDA approval.

8. New Business

- A. Asbestos Abatement Services for the MCC Downtown Center– *Dr. John Selmon*

The RFP process is complete and Quality Environmental Services is recommended. Dr. Selmon will post information on the Board portal for all proposals considered for the Board to review.

- B. Charter Motor-Coach Services Request for Proposal – *Dr. John Selmon*  
With several large groups within the college that travel, a charter service is being considered, which would be evaluated for one year and if it creates operational efficiencies, the service would be considered for an additional two years.
- C. General Office Supplies Recommendation – *Dr. John Selmon*  
Pricing information from each of the vendors is available for Board review on the Board portal under the “[Board Packet Additional Information](#)” link. Dr. Selmon discussed the recommendation for Staples.
- D. General Contractor Services RFP for the MCC Downtown Center – *Dr. John Selmon*
- E. Permission to Seek Bids and Purchase for Storage Area Network Replacement (SAN)  
Mike Alstrom explained this is a critical life cycle replacement that is budgeted.
- F. Early College Tuition and Fees – *Teresa Sturrus*  
VP Sturrus explained the proposal to eliminate the technology fee and registration fee for Early College students (tuition + course fees – excluding the technology fee and registration fee), which make up 12% of the enrollment.

9. Board of Trustees Policy Governance Manual Updates

Trustee Portenga is working with Cindy DeBoef on formatting and a few edits and would like to spend time at the March Board meeting reviewing this information.

- 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 – The Board appreciates the faculty presentations.
- E. Board Evaluation

10. Announcements

- ❖ Arts & Humanities Vision Session #1, Wednesday, February 17, 10:00-12:00 & 1:00-3:00 in the Blue & Gold Room
- ❖ Adjunct Faculty Appreciation Banquet, Friday, February 19, 5:45 Socialize/6:15 Dinner/7:00 Play – *The Glass Menagerie*
- ❖ Employers Association 100<sup>th</sup> Anniversary Dinner, Tuesday, February 23, 5:00 Social followed by Dinner and Program @ the Trillium in Spring Lake
- ❖ Dancing with the Local Stars - 6 seats available for Thursday, February 25 at the Muskegon Harbor Holiday Inn
- ❖ And Justice for All series – Mass Incarceration Balancing Justice and Public Safety on Tuesday, Feb. 23

- ❖ Water for Flint campaign – MCC sent 1200 bottles of water and money for water filters to Flint last week.
  - ❖ Community Family Fest (formerly Mayfest) is scheduled for June 4<sup>th</sup> from 11-2. This is a different type of modified event, to say thank you to the community. Building projects will be displayed with special thanks.
  - ❖ MCC was approached by the city and a housing company about developing an affiliation agreement for housing in the city. MCC and the city aren't moving forward at this point.
  - ❖ Trynette Lottie-Harps noted the schedule of events and activities for Black History Month.
  - ❖ This Saturday is the John Bartley Fundraiser dinner in Grand Haven.
- A. President's Report – *President Nesbary*
- America's College Promise was highlighted and Dr. Nesbary will report further on this topic as he receives information.
  - The Risk sharing legislation for students who default on their loans was also highlighted. There is a link in the President's report for additional information and contacts.
- B. Board Comments

With no further business the meeting was adjourned at 5:29 p.m. Minutes submitted by Secretary, Nancy Frye.

/csd