



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES February 28, 2018 – 12:30 p.m. 400Z – Board Room

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

Absent: Trustee Oakes and Trustee Portenga

Chair Crandall called the meeting to order at 12:29 p.m.

1. Agenda – Vice Chair Osborn moved approval of the agenda; second. Vote unanimous; motion carried.
2. Minutes
 - Board Meeting Minutes – January 17, 2018 – Trustee Frye moved approval of the Board Meeting Minutes of January 17, 2018; second. Vote unanimous; motion carried.
3. Public Comments and Presentations
 - Progressive ae Architects – Overview of the Arts & Humanities Project
 - John Van Houten and Chad Gould of Progressive ae shared visual updates for some of the design work that has been done, as well as the scope of work. The next step is preparing to go out for bids. The upcoming bid day will determine whether items need to be removed to stay within budget. Progressive ae will give an updated presentation to the Board in April.
 - Overbrook Theater renovations were discussed including wheelchair accessibility, handrails and a system for the hearing impaired. The Board is interested in having the final plans as handicap accessible as possible.
 - Local bidders – Tim Webber of Clark Construction discussed a strategy to get more local bidders involved. Over the next couple of weeks, they will advertise for local bidders to get a first look at the project and determine if they are interested in bidding. With capital outlay, the state mandated that the lowest bidder be used for the last couple of projects.
4. Consent Agenda (*Board Action Required - Vote*) – Trustee Mullally moved to accept the consent agenda; second. Vote unanimous; motion carried.
 - A. Budget/Finance
 - I. Financial Reports – Ken Long reported the \$850,000 personal property tax reimbursement was received on Monday. Additionally, about 60% of the property taxes have been received and continue to come in on a regular basis. Better investment return options are being researched and a summary of those investments will be included in the April quarterly update.
 - B. Required Approvals – *Chair Crandall*

5. Administrative Reports

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

1. Enrollment
2. Student Success Completion Agenda – this past month a college wide meeting was held with a team of 80+ people focusing on enrollment strategies. Past data and trends were reviewed, with a focus toward the future. Several great ideas were gathered, which will inform the strategic enrollment management plan moving forward.
3. Personnel Report – *Kristine Anderson* – the 3% MPSERS contribution checks are being mailed out to employees tomorrow and to former employees next week.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes & Trustee Frye*

- Trustee Frye distributed and highlighted a handout titled Talking Points on Free Expression Policy Legislation.
- In light of the recent events at MSU that are also affecting their trustees, the important role of trustees was discussed. It was noted that it is important to think before we move and give consideration to outside information.
- Mike Hansen, MCCA President, shared information in an email stating we need to make sure to advocate for campus free speech and the resolution that is now before the house. It was suggested that calls to legislators be made to share our position on this topic.

B. Foundation Update – *Vice Chair Osborn*. The Foundation met last week. Two individuals from the Community Foundation shared information and discussed legacy programs. Ken Long gave a great financial report. The Foundation Board is starting to focus on donations for the Health & Wellness and Arts & Humanities Centers. The Jayhawk Scramble is scheduled for June 15 and proceeds will benefit the student success emergency fund. This year is also the 50th anniversary of the golf course, so there may be some added events.

7. Old Business

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

- Steering Committee
 1. The Health & Wellness Center is moving along really well, ahead of schedule and on target for January 2019. After the end of next week, a walk through may be scheduled by contacting Tim Webber, Clark Construction.
 2. Arts & Humanities Center
 3. Downtown Center

8. New Business

A. Permission to Obtain Quotes for Overbrook Theater Renovation Lighting Equipment
– *Dan Rinsema-Sybenga*

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

B. Permission to Issue a RFP for Managed Services for the Lakeshore Fitness Center
– *Marty McDermott*

Vice Chair Osborn moved approval; second. Vote unanimous; motion carried.

C. Permission to Issue a Request for Proposal (RFP) for a Benefits Broker– *Kristine Anderson*

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

9. Board of Trustees Policy Governance – *Chair Crandall*
 - A. [Policy Updates](#)
 - B. Monitoring Reports
 - C. Ends Policy Review and Approval
 - Financial Stability
 - Community engagement survey outcomes
 - Health and Wellness
 - Educational Level of the Community
 - D. Future Agenda Items
 - Policy Governance Evaluation
 - The President’s Evaluation will be done in May.
 - The Board is looking to define an appropriate tool to align closer with policy governance and then they will decide if the Board wants to move forward with a self-evaluation.

10. Announcements
 - A. President’s Report – *Dr. Nesbary*
 - B. Board Comments
 - Dorothy Lester, a long standing Trustee for MCC, passed away on February 16th. Those of us that worked with her realized how much she contributed to this board and institution and how much respect she had. Dorothy was also a longtime advocate with the MCCA. Her impact in her family, community and church was very significant. Take a moment and remember Dorothy.
 - Dorothy became a good friend and mentor and I will miss her so much. She did so much for the Board, was a leader in the MCCA, and in the community.
 - A number of people who attended her service wanted to say something about how she affected their lives. I learned a lot about her history and that we had many things in common.
 - Trustee Frye attended the most recent MCC play and stated that it was very well done.
 - Chris Patterson, Nursing Director, was asked to speak about the accomplishments of the latest nursing students. Chris shared that she is so proud of the accomplishments of both the nursing cohorts that graduated in 2017, who all received 100% on their NCLEX exam.

Trustee Mullally made a motion to go into closed session to discuss a legal issue; second.

A roll call vote was taken:

Trustee Frye – Yes

Trustee Moore – Yes

Chair Crandall – Yes

Vice Chair Osborn – Yes

Trustee Mullally – Yes

The Board went into closed session to discuss a legal issue.

Trustee Mullally made a motion to come out of closed session; second.

A roll call vote was taken:

Trustee Frye – Yes

Trustee Moore – Yes

Chair Crandall – Yes

Vice Chair Osborn – Yes

Trustee Mullally – Yes

The Board made a proposal to appoint Dr. Nesbary with the authority to settle the legal dispute in mediation related to structural issues at the Sturrus Technology Center.

Vice Chair Osborn moved approval; second. Vote unanimous; motion carried.

With no further business, the meeting was adjourned at 1:54 p.m.

Minutes submitted by Secretary Nancy Frye.

/csd