



Muskegon Community College

BOARD OF TRUSTEES BOARD STUDY SESSION MINUTES March 16, 2015 – 4:00 p.m. 400Z – Board Room

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

Chair Crandall called the meeting to order at 4:07 p.m.

1. Agenda

There were no changes to the agenda.

2. Minutes

- Board Policy Governance Work Session Minutes – February 16, 2015

The start time in the title will be changed to 2:30

- Board Study Session Minutes – February 16, 2015

There were no changes to the study session minutes.

- Board Meeting Minutes – February 18, 2015

Agenda Item 9 – request to approve policy. There is no motion or second noted. Cindy DeBoef will listen to the recording to confirm whether a motion was made and correct if needed.

3. Public Comments

There were no public comments.

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

A. Budget/Finance

1. Finance Committee Report – *Trustee Mullally*

The committee is not currently meeting, as they are working toward policy governance.

2. Treasurer and Financial Reports – *Trustee Mullally*

- The Board had a question on the Checks Over \$10k report regarding a check for \$14k for two TV studio cameras from the 2013 bond account. Dr. Nesbary explained that given the plans we have for Creative and Performing Arts, one of the issues we've had is the very outdated equipment in our TV studio and part of our plans were to update those facilities. The decision was made to go forward with the equipment purchase, with those funds, to meet this need. The Board's concern is that they didn't see this and they would expect to see plans for each phase for how the money is going to be spent.

- The board also asked about CD's, one that matured and another that is due to mature. Vice President Sturrus explained the plan is to roll those over to short term CDARS. Administration would like to come back with permission for an RFP to look into an investment manager.
- The Board questioned the 103rd Anniversary Gala expense of \$1,300 under the President's Travel and Meeting expense. This is for the Muskegon Museum of Art Annual Gala, an expense that we have had every year for the past several years.

B. Personnel

I. Personnel Committee Report – *Trustee Mullally*

This committee is not currently meeting, as they are working toward policy governance.

5. Administrative Reports

A. Academic Affairs – *Teresa Sturrus*

There was nothing additional to report.

B. Student Success Report – *Dr. Selmon*

a. Enrollment

b. Student Success Completion Agenda

A monthly update is included in the Board packet. Some great off-site training for AtD and Guided Pathways was highlighted.

C. Personnel Report – *Kristine Anderson*

There was nothing additional to report.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

Trustee Oakes will present a report on Wednesday.

B. Foundation Update – *Vice-Chair Osborn*

The Foundation met on February 26th. They discussed upcoming events – the donor appreciation dinner scheduled for April 15th, the June 5th Jayhawk Scramble, and Founder's Day. Forms were handed out for the Jayhawk Scramble – looking for sponsors, golfers, donations for the silent auction, etc. Anyone who is not a golfer, may purchase a ticket prior to May 1st for \$25 to attend the luncheon only. The Foundation Board was invited to tour the Chronicle Building, and five or six Foundation Board members toured and were able to see firsthand what is happening at the Downtown campus with the architect and staff.

7. Old Business

A. Construction Project Committees – *Dr. Selmon*

a. Steering Committee

- i. Science Center – The reported included in the Board packet has the wrong date, but it is current information from March 6th. The report will be corrected for Wednesday and another report will be released this Friday. The Science Center Phase II pre-bid meeting is scheduled for local vendors tomorrow, looking for sub-contractors and construction workers.
- ii. Health Center
- iii. Arts Center

- iv. Downtown Center – the EDA Grant has been completed and submitted for \$2.4M in Federal funds for laboratory construction, which requires a MCC match, which would come from the millage funds.

B. Policy Governance – *Chair Crandall*

The Board will discuss the meeting procedure on Wednesday.

8. New Business

A. Permission to Re-Appoint 2015-2016 Administrative, Professional, Support Staff – *Kristine Anderson*

B. Presentation of Faculty Contracts – Full Time Faculty – March 2015 – *Kristine Anderson*

C. Request for Proposal for Kitchen Remodel Project – *Dr. Selmon*

The Barnes & Noble bookstore generates \$175k-\$220k in income revenue for MCC each year and this will allow for increased revenue. The increased revenue will create efficiencies and help MCC to reduce its subsidy to Creative Dining, which is currently \$88k and has been increasing.

D. Approval of PNC Resolutions for Extensions of Credit and Incumbency Certificate and Business Credit Card Change Request – *Teresa Sturrus*

This resolution and paperwork no longer needs to be completed and will be removed from the agenda for Wednesday.

E. Permission to Post Full-Time position of English Instructor/Instructional Designer – *Kristine Anderson*

F. Permission to Post Full-Time position of Graphic Design Instructor – *Kristine Anderson*

G. Permission to Post Full-Time position of Humanities Instructor – *Kristine Anderson*

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

A. Proposed Tobacco – Free Environment Policy Revision – *Dr. Selmon*

Electronic cigarettes and medical marijuana language were added.

10. Announcements

A. President's Report – *President Nesbary*

- The faculty and staff are playing basketball against the students at 6 PM on Wednesday.
- The deadline for the Finance Director posting has been extended for a few more weeks to gather additional applicants. A selection is expected by June with a July start date.

B. Departmental Updates – *President Nesbary*

- Mike Alstrom reported the cost savings over the past 28 months from the Board switching to iPads has been \$4,298 in printing costs, with an initial investment of \$2,793, which was absorbed in the first year. This does not include the additional savings of time and postage.
- \$4.1M grant from the state – the grant was for community colleges or career tech centers. Part of the grant for MCC will go to the downtown campus to buy equipment and a portion will go to Newaygo County. Newaygo County recently purchased the old Providence Christian High School building for some of their new programs. MCC has been working with Newaygo on a new agriculture program and is partnering with Newaygo County to produce curriculum and offer some new degrees and training. MCC has also met with Nestle Gerber to determine some of their needs, which are some of the same needs as nearby Ice Mountain and Dura. A list of equipment was put together and about \$388k of the \$4.1M will be put into Newaygo County to help MCC's extension center to offer different training and programming. Trustee Portenga asked if we are doing anything for East Muskegon County related to agriculture. Vice President Sturrus stated our hope is that Ravenna is close enough to some of the facilities and the students

and community will take advantage of the offerings in Newaygo. Dairy management is also under review, with a huge need in Coopersville.

- Dr. Selmon highlighted the new MCC ID's that serve as an ID, a copier swipe card, and for building access. ID's will be made for each of the trustees.
- In addition to the Donor Appreciation Dinner on April 15th, there is an Open House from 3:30 to 8:00 p.m. for the Arts & Humanities Department.
- Saturday, March 21st, from 11:30 to 1:30, MCC will host the 18th Annual Taste of Tomorrow.

C. Board Comments

With no further business, the meeting was adjourned at 4:57p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd