



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES April 15, 2020 – 12:30 p.m. Zoom Meeting

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

Chair Osborn called the meeting to order at 12:30 p.m. She noted the President's report was moved up on the agenda with Administrative Reports instead of at the end of the meeting agenda. With a number of items pertaining to the agenda and what is happening at the College, it could impact some items going forward.

1. Trustee Crandall approved the Agenda; second. Vote unanimous; motion carried.
2. Minutes
 - Trustee Mullally moved approval of the Board Meeting Minutes of February 19, 2020; second. Vote unanimous; motion carried.
 - Trustee Crandall moved approval of the Board Retreat Minutes of March 2, 2020; second. Vote unanimous; motion carried.
3. Public Comments and Presentations
 - George Maniates spoke to the topic of agenda item 8. A. Tuition increase. George weighed in on behalf of the faculty association and as a private citizen. He asked respectfully that this particular item be reconsidered, as there is concern because of the pandemic, job losses, and the economy. He polled his students and more than half are unemployed. He noted GRCC is waiving technology fees for summer classes and we need to consider what other ways we might be able to address this at this time. He stated, "If there is a way we can do something in a different manner, it would be appreciated" and added "I have received a number of emails from faculty who feel the same."
4. Trustee Portenga moved approval of the Consent Agenda; second. Vote unanimous; motion carried.
 - A. Budget/Finance
 1. Ken Long presented the [Quarterly Financial Reports](#), which were also shared with the Board on their MyMCC page.
 - B. Required Approvals – *Chair Osborn*
5. Administrative Reports
 - A. Dr. Nesbary shared his President's Report and highlighted the amount of work being done on and off campus to insure we are getting and sharing the best information possible and including all those who need to be included. Many groups of individuals are meeting regularly from the President's Cabinet, to the Emergency Response team, to the Faculty

Association and Administration, as well as a weekly All-Staff meeting. We are working very effectively to help our students, faculty and staff to keep the College moving forward in this time of extreme change. Dr. Nesbary also reported on the CARES Act stimulus that will be coming to the College. The first \$1.2 of the \$2.2 million will be released to colleges soon and will be directed to students affected by COVID-19 and the remainder may be directed to institutions.

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

1. Enrollment – Dr. Selmon reported most students are transitioning from face-to-face to some form of online classes. We went from 85 sections to 139 today and to 191 for Summer semester. Summer enrollment is down, although with many classes being transitioned to online, it is difficult to determine true enrollment numbers at this point.
2. Student Success Completion Agenda – When this all started, we began communicating with our students daily and plan for that to continue. A Check-In survey with students was completed, with 342 student responses, and a Technology Survey is out to students currently. These surveys will help us to determine student needs moving forward so that we may reach out and address those needs.

C. Personnel Report – *Kristine Anderson*

- Kristine stated she is very grateful for the dedication and commitment of all of our MCC team members and to the trustees. Everyone has jumped in to help out wherever possible, which has made this process so much easier.
- The HR team has been working on all of the campus pieces, as well as the state and national pieces, to make sure they are hearing the best ideas and keeping up to date.
- In March, emergency leave time was granted to those employees unable to work remotely and cross-functional projects have been encouraged in all departments to keep employees working. There are teams unable to work remotely, namely the custodial group. HR has communicated with those groups, shared options, and even opened up any time that was on the books for use. Temporary layoffs were also offered as an option, and the employee can tell us when they would like that to become effective. In many of the contracts, unpaid leave of absence was also offered. Work continues with supervisors to work with their employees to determine if there is work in other departments or cross-functional work they may be able to do. The HR team is working with everyone involved on these personal decisions.
- Kristine shared a PowerPoint of the 14 individuals who took the Early Voluntary Retirement incentive and one additional. Collectively these 15 individuals have dedicated many years to MCC, with over 300 years of service to the institution. They were all given a brief round of applause.
- HR is also helping faculty and staff to make sure they have what they need as they transition to the new work from home environment.

6. Business Non Operational

- A. MCCA Report – Trustee Crandall reported there was a brief meeting via Zoom a couple of weeks ago. Most of the meeting centered around the activities for adjusting to the Coronavirus.

- B. Foundation Update – Ken Long reported the FMCC Executive Committee met last week and has decided not to hold a May Board meeting for the Foundation. The FMCC Executive Committee will meet again in May to keep things going and review goals moving ahead with all of the changes that have taken place due to the pandemic. Many of the Foundation’s plans have been tabled and will be reassessed for the upcoming year.

7. Old Business

- A. Project Updates – Dan Rinsema-Sybenga gave a brief update on the FARM project, reporting a number of things have taken place. Bids were due March 17, which came in high, so a decision was made to reduce the project from 12,000 sq. ft. to 8,000 sq. ft. and we are tentatively giving them a revised approval. This change will free up space between the building and Quarterline and keep 65 parking spaces for MCC. MCC has confirmed with its attorney that this works well with the Ground Lease approved by the Board in January. As soon as the FARM project receives township approval and finalizes the plan, it will be incorporated into the Ground Lease as Exhibit B. They are struggling with the pandemic in the sense that this is not an essential project, and they do not have any approvals to start any construction before some of these restrictions are lifted. They may be pursuing some stimulus funding through the EDA, but at this point they are moving ahead with the scaled down project.

8. New Business

- B. Proposed [Tuition and Fee](#) Increases – *Ken Long*
Both Dr. Nesbary and Ken Long researched other colleges and many community colleges in the state are looking to increase tuition for the upcoming fiscal year. Trustee Crandall asked what the impact would be if we did not have a tuition increase and how long can this decision be postponed. Ken noted this was put together prior to COVID-19 and before that uncertainty we knew we needed a tuition increase to balance the budget. Based on a 4% tuition increase and a 2% decrease in enrollment, we would break even, with nothing additional. In our cohort and within our state we are average. Within our cohort, three Colleges are higher and three are lower, we are right in the middle. Trustee Crandall moved approval. It was questioned whether emergency funds could be used toward student tuition. Dr. Nesbary will confirm this on his MCCA President’s call this afternoon. The motion was seconded. Vote unanimous; motion carried.
- C. Permission to Contract for Annual Audit Services – *Ken Long*
Trustee Moore moved approval; second. Vote unanimous; motion carried.
- D. FY 2020-2021 Estimate of Property Taxes and State Appropriation – Ken Long shared this informational only item. No vote is required.
- E. Permission to Make Contributions to Promise Zones – *Ken Long*
Trustee Mullally moved approval; second. Vote unanimous; motion carried.

9. Board of Trustees Policy Governance – *Chair Osborn*

- A. [Policy Updates](#)
 - I. Update Policy 2.04 Item 2. – A new date for developing the Annual Board Agenda was presented by Chair Osborn, who noted in looking at this policy item, it may make more sense to make a policy change and move this from April to December as the Board is planning for the next calendar year. The Trustees agreed.

2. Establish Board Cost of Governance Budget for the Next Fiscal Year – Policy 2.13 Item 3. – Trustee Portenga moved that the annual budget of \$32,000 remain the same for the upcoming year. Discussion ensued. Second. Vote unanimous; motion carried.

B. Future Agenda Items

1. The Public Hearing and Adoption of Budget will be moved to the June 2020 Board Meeting. Assumptions will be reviewed at the May meeting, with the budget hearing in June. Ken Long noted this will allow additional time to gather information and get a better grasp on what is happening given the current environment.
2. Again, with everything going on, the President’s evaluation will be moved from May to July or August. The President’s current contract concludes on June 30.

Trustee Crandall stated the Trustees have usually done a review of the Board, and asked whether the Board wants to consider this and what tool to use for that evaluation. The Board does want an evaluation and will work on determining the tool to be used.

10. Announcements

A. Board Comments

Trustee Portenga asked whether all classes for this semester continued online and if any were dropped. Kelley Conrad responded that to her knowledge, we did not drop anything. There were some classes, such as Welding that had just begun and could not go online, additional options are being explored and discussions with the instructors are occurring. For the most part, everything switched over to online. He also thanked staff, administration, etc. for all the incredible extra work and to the students who had to do some quick learning as well. He referenced the list of retirees, noting there are many great people and thanked them for their service to MCC.

Trustee Crandall stated online courses are designed to be online and remote is something different, so as we move forward we need to recognize the difference in that evolution and track it that way. Kelley replied, we have started to differentiate – we started calling things synchronous (what a lot of our faculty switched to, designed for face to face and has gone online) or asynchronous (more traditional online). She stated it was great that we moved to the cloud over the holiday break because it gave us options that we have had to use.

Trustee Frye asked if there was anything said about our special honor that was given to prominent alumni, Roy Portenga. She is glad he has been recognized by our Board in the way that he deserves. Chair Osborn, noted that hopefully at some point we can have a nice dinner all together and celebrate this. Trustee Frye also thanked David Langlois, IT, who helped her get connected today.

Trustee Mullally thanked Candy Pickard and Cindy DeBoef for getting everyone up to speed on this technology, so we could do a meeting like this today.

Chair Osborn thanked everyone who joined in today and shared a quote from Mahatma Gandhi – “Be the change you wish to see in the world.”

With no further business, the meeting was adjourned at 1:59 p.m.

Minutes submitted by Secretary Nancy Frye.

/csd

UPCOMING ANNUAL BOARD CALENDAR ITEMS

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| April | Tuition & Fee Proposal | |
| <i>Quarterly Financial Review</i> | | |
| | Develop Annual Board Agenda | Policy 2.04 – 2. April 1st of current year to March 31st of the following year. |
| | Establish Board cost of governance budget for the next fiscal year. | Policy 2.13 – 3. The Board will establish its cost of governance budget for the next fiscal year during the month of April. |
| May | Public Hearing and Adoption of Budget | Public notice must be placed in the Muskegon Chronicle 6 days prior to the Board meeting Board Secretary signing of Tax Levy Documents |
| | President’s Evaluation & Remuneration | Policy 2.04 – The President’s remuneration will be decided during the month of May after a review of monitoring reports received in the last year. |
| | MCCA Certification of Appointments to Board of Directors | Effective July 1 st annually |
| | Permission to Seek Bids and Purchase for Computer Life-Cycle | Prior to Fall term annually. |
| June | <p>Policy 2.04 - Agenda Planning</p> <p>2. The cycle will start with the Board’s development of its agenda for the next year.</p> <p style="padding-left: 20px;">a. Consultations with selected groups in the ownership, or other methods of gaining ownership input, will be determined and arranged in the first quarter of the fiscal year, to be held during the balance of the year.</p> <p>Governance education and education related to Ends determination (presentations by futurists, demographers, advocacy groups, staff, and so on) will be arranged in the first quarter of the fiscal year, to be held during the balance of the year.</p> | Policy 2.04, 2, a. & b. |