



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES April 19, 2017 – 12:30 p.m. 400Z – Board Room

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

Absent: Trustee Mullally

Chair Crandall called the meeting to order at 12:30 p.m.

1. Agenda

Trustee Moore approved the agenda; second. Vote unanimous; motion carried.

2. Minutes

- Board Meeting Minutes of March 15, 2017

Trustee Frye approved the Board Meeting Minutes of March 15, 2017; second. Vote unanimous; motion carried.

3. Public Comments and Presentations

- MCC's Literary Magazine River Voices. Shauna Hayes, Adjunct English Instructor, and Michael Dietz, the student editor of River Voices, discussed and brought this literary magazine back to life. River Voices has been printed on and off since 1970, and was last printed in 2013, before this most current issue. Each Trustee was given a copy of the new publication of River Voices, which will be published annually going forward.
- Kelley Conrad introduced MCC Students Van Vu and Michaela Bosset, nominees to the 2017 All-USA Academic Team, who were named to the 2017 All-Michigan Academic Team and they were congratulated.
- Jeff Johnston, Applied Technologies Faculty, introduced a group of MCC students who competed in the Regional American Foundry Society Competition against four-year universities, taking second place. Brad Cook, President of the Student Chapter of AFS for MCC, Lori Stone, and Tyler Carr talked about their experience at the recent competition. The students redesigned a chair for a company in Shelby, MI and were able to reduce their cost by 46% per part. Using all American made products, they beat the foreign prices, which actually brought production for this company back into the United States. It was also noted that AFS is an international organization, with MCC being the only student chapter from a community college in the entire country.
- Dan Meyers, MCC's Director of Music, announced that an agreement has been signed with the Frauenthal Center in downtown Muskegon. All MCC music ensembles, as well as the West Michigan Concert Winds, the Shoreline Symphony, and the MCC Honor's Orchestra will be performing concerts at the Frauenthal Center beginning in the Fall of 2017.
- Dr. Andy Wible presented his sabbatical request for the Fall 2017 semester to the Board. This request has been approved by the Sabbatical Committee, Department Chair, and Dr. Nesbary. This was presented for information purposes only, no board approval is required.

4. Consent Agenda

A. Budget/Finance

- Ken Long gave a presentation to accompany the quarterly reports including MCC's results as of 2016-2017, Foundation results for 2016-17 and the outlook for the last quarter of this year. With a June 30th close, there would not be enough valuable information to present in July, therefore, Ken recommended the next quarterly report be presented in August, which the Board agreed to.
- Chair Crandall noted the Trustees cost for MCCA meetings is over budget and noted the budget will need to be adjusted for the next budget.
- Trustee Moore noted she attended the MCCA New Trustee Conference, which is not reflected under her MCCA allotment. Ken will look into this and make necessary adjustments.

Trustee Moore moved approval of the Budget and Finance Report; second. Vote unanimous; motion carried.

1. Financial Reports – *Dr. John Selmon & Ken Long*

B. Required Approvals – *Dr. Crandall*

5. Administrative Reports

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

1. Enrollment – Dr. Selmon indicated it will be a challenge to reach flat enrollment this summer with some classes not being offered due to moving some technology classes downtown. We are also down one recruiter and there are several new recruiters currently being trained.
2. Student Success Completion Agenda – Useful Data is being provided each month. The Board stated this information is very helpful.
3. Personnel Report – There was no Personnel Report given this month.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

Trustee Oakes and Dr. Nesbary attended the MCCA Spring Board of Directors meeting at Jackson Community College. JCC has recently built new dorms, if MCC ever considers dorms, Dr. Dan Phelan would be a good resource to present to MCC. A summary of the meeting was given. MCCA encouraged everyone to contact our legislators to support SB 134.

B. Foundation Update – *Vice Chair Osborn*

- Ken Long gave an excellent Foundation update. Ken has been working on the investment policy, which a sub-committee is reviewing, with the hope of bringing it to the Board of Trustees in May or June. Current Foundation bylaws are also being reviewed, which will also come to the BOT for approval and input.
- The Jayhawk Scramble is next month on June 16. Anyone who is not a golfer may attend lunch. Proceeds from the event and luncheon support student scholarships.

7. Old Business

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

- Steering Committee
 1. Health & Wellness Center – waiting to hear from the state budget office, Building Authority, and DTMB. We expect to hear within the next 48 hours.
 2. Arts & Humanities Center – Four proposals for construction managers will be reviewed this Friday, with a recommendation at the May board meeting.
 3. Downtown Center – half the facility will open in August and the other half will open for Winter semester.

8. New Business
 - A. CCSTEP Grant Purchases for the MCC Downtown Center - *Dan Rinsema-Sybenga*
Trustee Portenga moved approval; second. Vote unanimous; motion carried.
 - B. Permission to Sole Source and Purchase Fiber Optic Cabling and Installation in Support of the Downtown Campus – *Mike Alstrom*
Trustee Oakes moved approval; second. Vote unanimous; motion carried.
 - C. Permission to Sole Source and Purchase Downtown Campus Security Hardware and Installation – *Mike Alstrom*
Trustee Moore moved approval; second. Vote unanimous; motion carried.
 - D. Removal of 50% Refund Period – *Ken Long*
No vote required, this item is for informational purposes only.
 - E. Proposed Tuition and Fee Increases – *Ken Long*
Trustee Portenga moved approval; second. The motion passed with 6 votes in favor and 1 against; motion carried.
 - F. Sole Source Purchase Request – 3-D Printer – *David Stradal*
Trustee Portenga moved approval; second. Vote unanimous; motion carried.
 - G. Permission to Seek Bids and to Purchase Downtown Campus Computers and Classroom Presentation Equipment – *Mike Alstrom*
Trustee Moore moved approval; second. Recommendation amended to read \$211,500. Vote unanimous; motion carried.
 - H. Permission to Sole Source Purchase Downtown Center Networking and Telephony Equipment – *Mike Alstrom*
Trustee Oakes moved approval; second. Vote unanimous; motion carried.
9. Board of Trustees Policy Governance Manual Updates – *Dr. Crandall*
 - A. [Policy Updates](#)
 - B. The president's evaluation will be presented in June. The president's self-evaluation will be presented in advance of the May Board meeting, with presentation at the June meeting.
 - C. Ends Policy Review and Approval
 - Financial Stability
 - Community Impact
 - Health and Wellness
 - Educational Level of the Community
 - D. Future Agenda Items
 - Non-contiguous annexation. Dr. Nesbary reported conversations are taking place among residents and leaders in Ottawa County. The reasonable expectation is that any time over the summer would be a good time to present any information the Board would like to see. The Board needs to have information and develop strategies prior to going out to communities to approach them regarding annexation. A representative from another community college may be brought in, such as Delta or Alpena, who have already done this. The board chair asked that a mid-summer presentation be scheduled for the board, so they can have a position on annexation.
10. Announcements
 - [April 20th @ 6 PM in Room 1100 Stevenson Center Lecture Hall –And Justice for All Series Looks at “Too Poor to Pay: Debtors’ Prison”](#)
 - [April 26th from 7-8 PM – Early College Celebration in the Overbrook Theater](#)

- April 27th from 10:30-11:30 AM – Jayhawk Academy Open House – Room 342 followed by the Jayhawk Academy Graduation Ceremony at Noon in the Blue & Gold Room
- May 1st @ 6PM in the Blue & Gold Room – Alumni Awards Dinner
- May 3rd @ 11 AM – Commencement Rehearsal @ the L.C. Walker Arena (Students report at 10)
- May 3rd @ 7 PM – MCC 2017 Commencement Ceremony – Please arrive in time to dress and line up for the processional. Reserved parking behind the L.C. Walker Arena at Fourth St. and Shoreline Drive – meet in the Lounge just inside the door and to the left from reserved parking.
- May 4th from 5:30-8PM Muskegon County School Boards Alliance Annual Spring Dinner Meeting at The Lake House – **RSVP required**
- May 16th @ 6PM – [Boogie Woogie Bugler Fundraising Event](#) at the Lakeshore Museum Center, 430 W. Clay Ave., Muskegon
- **May 17 Board Luncheon @ 11:30 in Room 1222-Stevenson Center and Board Meeting @ 12:30 in Room 1100-Stevenson Center Lecture Hall – A Day for Me at MCC Presentations**

A. President's Report – *Dr. Nesbary*

Dr. Nesbary reported that Roger Curtis from Talent and Economic Development was on campus for a tour of the Downtown Center. Mr. Curtis visited Muskegon ISD, MCC and then had a meeting scheduled the next day with Lakeshore Advantage in Ottawa County, which is the Economic Development corporation for Ottawa County is the next day.

B. Board Comments

- Dr. Selmon was thanked for the minority report he put together.
- The Curtis exhibit begins May 11th at the Muskegon Museum of Art. Curtis was a photographer of American Indians around 1880-1890 and this is one of a few complete portfolios. This will be the first time in history this exhibit and all photographs will be in one place at one time.

With no further business, the meeting was adjourned at 2:05 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd