



# Muskegon Community College

## **BOARD OF TRUSTEES BOARD MEETING MINUTES April 20, 2016 – 12:00 p.m. 400Z – Board Room**

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

**Absent:** Trustee Oakes

Chair Crandall called the meeting to order at 12:03 p.m.

1. Agenda

Trustee Frye moved approval of the agenda; second. Vote unanimous; motion carried.

2. Minutes

- Board Study Session Minutes – March 14, 2016

Trustee Portenga moved approval of the minutes; second. Vote unanimous; motion carried.

- Board Closed Session Minutes – March 14, 2016

Trustee Moore moved approval of the minutes; second. Vote unanimous; motion carried.

- Board Meeting Minutes – March 16, 2016

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

3. Public Comments and Presentations

Presentations were given on the Lakeshore Fitness Center (LFC) and the campus Health and Wellness Center progress. Keith Russo from The Collaborative architectural firm presented the initial renderings and diagrams for renovations at the LFC, what might be afforded now and what might be a master plan for implementation later. Next Keith presented proposed renderings for the new Health and Wellness Center, as well as redesign of existing areas. RFP bidding packages are expected to be released in May or June, with an anticipated opening of the campus facility in August 2017.

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

Trustee Portenga moved approval of the consent agenda; second. Vote unanimous; motion carried.

A. Budget/Finance

- I. Financial Reports – *Teresa Sturris & Ken Long*

2. Preliminary 2016-17 Budget Assumptions – DRAFT – *Teresa Sturrus & Ken Long*
  - VP Sturrus indicated the budget assumptions are very preliminary, budget requests are still being received, with numbers changing daily. In May the Board will have more finalized budget assumptions.
  - The Board questioned the golf course and food service, which both continue to run at a deficit, questioning our policy and what is MCC getting as we continue to subsidize both, as well as the plans for both?
    - Administration has discussed food service with other colleges and most face the same issue. Administration is reviewing options to offer a more robust food service.
    - MCC has taken over management of the golf course, which had a hugely successful opening weekend, with sales of 200 rounds of golf and 100 buckets of balls, which is twice what the course did for the whole year last year; 16 memberships were sold in the first 3 days versus 4 memberships sold all last year.
    - Two faculty members with extensive golf backgrounds are managing the course. Dan Knue, MCC faculty and Spring Lake Schools golf coach who has two back to back state championships with the girls golf team is helping to manage the MCC's course. Dan Meyers, MCC Music Faculty, who previously worked at the Lincoln Golf Course and the Bear, is also helping manage the course.
    - The goal is to break even this year. There are a number of things being done differently this year to make it work. In the first four days of the golf course being open, four times more memberships than were sold all of last year have already been sold.
    - Physical Plant staff are doing most of the work on the course, which is different than in the past. External support from the Muskegon Country Club and others has also been received.
  - LFC is projected to operate at a deficit for this year. Once we're into FY2017-18, we expect to see a balanced budget and positive cash flow.

B. Required Approvals – *Dr. Crandall*

5. Administrative Reports

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

1. Page 17 – we are at +3% for enrollment and headcount. The hard work of staff, the new recruiter software, and student success initiatives are all working together to get students through the process quicker.
2. Student Success Completion Agenda  
High Impact Practices – Placement Assessment. The Compass software currently being used is no longer supported and will be going away. A committee was formed, much research was done, and Accuplacer was chosen to replace Compass. Features include that it is web based and much easier to handle. Additionally, there is a lot more preparation material available to students for the testing.

3. Personnel Report – *Kristine Anderson*

Internal changes – Flurry Jackson moved from third shift to first, Kelli Loughrige moved from the Welcome Center to English Department Secretary; and Vern DeMoss was hired and is moving from a contract supervisor for security to mail room clerk.

6. Business Non Operational

A. MCCA Report – *Trustee Frye*

Trustee Frye presented a report prepared by Trustee Oakes, who attended the MCCA Spring Board of Directors meeting with Dr. Nesbary. Two key items were highlighted: 1) Most of the session was on transfer of students to four year institutions and working to get all credits to transfer. 2) Student placement – a researcher from U of M presented his research, which shows a better indicator of placement at the community college level is the high school GPA. Dr. Selmon discussed the high impact practice of Assessment and Placement currently being used to assess students at MCC. The MCCA has had a lot of discussions on baccalaureate degrees and the focus is shifting from that to focus on transfer. The meeting was held at the Washtenaw Community College Fitness Facility, a phenomenal and beautiful facility that Power Wellness has been running since 2012, with current membership around 7,000.

B. Foundation Update – *Vice-Chair Osborn*

- The next Foundation Board meeting is scheduled for May. To help both Student Success and the deficit of the golf course, everyone was encouraged to attend the Jayhawk Scramble June 10<sup>th</sup>, especially the lunch for those who are not golfers as proceeds support student scholarships.
- The FMCC Board will review Foundation reports at the next Board meeting and then begin reporting to this Board on a regular basis.
- The FMCC Board is currently reviewing their bylaws to see how they mesh with the MCC Board of Trustees.
- A small adhoc committee of the Foundation is meeting with a consultant this Friday, to look at how they are moving forward and how the FMCC Board will function.
- It was noted that the *And Justice for All* series has been funded by the John G. “Jack” Thompson monies and grant.

7. Old Business

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

- Steering Committee
  1. Science Center
  2. Health & Wellness Center
  3. Arts & Humanities Center design and discussions are in process.
  4. Downtown Center is still in a holding pattern for the EDA.

8. New Business

A. Proposed Tuition and Fee Increases – *VP Sturris & Ken Long*

- The House and Senate are giving two different amounts, so that number is still preliminary. The Budget assumptions reflect the lower of the two amounts.

- Overall head count and contact hours are budgeted flat.
- The Board would like a longitudinal chart of tuition & fees, state aid, property taxes and pell over time, the same as what they have received in the past.
- The Board asked what the impact of the Muskegon Promise and Early College will be. Administration indicated we there will not be much impact this year, but in 2017 MCC will see a major impact as it extends to all schools in the county.
  - VP Sturrus indicated the new Newaygo Promise (became an official promise zone last week) will also impact enrollment, as those students may choose to attend MCC or Baker.
  - Early College students have had a significant impact on enrollment and account for 20% of MCC's current enrollment.
- The Board questioned whether the preliminary budget assumptions are close enough that Administration is comfortable they are not going to impact the fee increases significantly? Administration responded they don't believe so and are comfortable with the assumptions.

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

B. FY 2016-2017 Estimate of Property Taxes and State Appropriation – *VP Sturrus & Ken Long*  
No approval required.

C. Property Acquisition – *Dr. John Selmon*

VP Selmon spoke with CBRE of Grand Rapids who is negotiating the 7.6 acres on Harvey Street. The initial price was 32,000, which went up to \$50,000, and then back to \$32,000 as the owner wants to work with MCC. We haven't been able to finalize an agreement or a site visit. VP Selmon asked if the owner would consider the two additional pieces of property as a donation, but the owner is not interested. No approval is required at this time.

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

A. [Policy Updates](#)

- The following language is presented for a vote and adoption: *The Treasurer's Role was amended to read: The treasurer shall ~~prepare~~ be responsible for overseeing the budget, signing checks, reviewing the President's expenses, arranging for the audit, and performing other duties as assigned by the Board.*

Trustee Portenga moved the policy manual be adopted as amended at the March Board meeting; second. Vote unanimous; motion carried.

B. Monitoring Reports

July 1<sup>st</sup> the first monitoring report, a finance report, will be available. The second report is expected to be available sometime in October, a report from emsi that measures MCC's impact on the business students, tax payers and society. Through the Strategic Planning process, a community survey will be done to determine from the community's perspective what they see as the college's mission. The Board will review this information and decide how to write an end policy going forward. Dr. Crandall will also share some end policies from the ACCT conference Trustee Frye attended that looked interesting.

- C. Ends Policy Review and Approval
  - Financial Stability
  - Community Impact
  - Health and Wellness
  - Educational Level of the Community
- D. Future Agenda Items
  - The Board would like to discuss how the Muskegon Promise may impact MCC going forward and the Board's role in discussing or facilitating conversations around this.
  - The Board would like to hear more about what's happening in early college in Northern Ottawa County, is that county being divided up, what's the competition?
  - The trustees have an open invitation to recommend any future board agenda items, what they would like to discuss, particularly related to long range strategic planning.
- E. Board Evaluation – Chair Crandall emailed the board evaluation for review and completion. Completed copies may be emailed or given to Chair Crandall.

## 10. Announcements

- ❖ Thursday, April 21<sup>st</sup> 11 AM – 1 PM | [Community College Day](#)  
Capitol Bldg. Lansing North & West Wings
- ❖ Monday, May 2<sup>nd</sup> 6:30 – 8:00 PM | Newaygo County Early College 2016 Cohort Completion Celebration – Dogwood Center, Fremont
- ❖ Tuesday, May 3<sup>rd</sup> 6:00 – 7:30 PM | Distinguished Alumni Dinner  
MCC Blue & Gold Room – **RSVP by Wednesday, April 20th to Cindy DeBoef**
- ❖ Wednesday, May 4<sup>th</sup> 11:00 AM Rehearsal & 7:00 PM – [MCC Commencement](#) – L.C. Walker Arena – **do any Trustees need reserved seating?**
- ❖ Thursday, May 5<sup>th</sup> 5:30 – 8:00 PM | Muskegon County School Boards Alliance Annual Spring Dinner Meeting @ The Lake House Waterfront Grille **(RSVP to Cindy DeBoef by noon, 4/25)**
- ❖ **[Wednesday, May 18 Board Lunch in 1222 Stevenson Center and Board Meeting in 1100 Stevenson Center Lecture Hall](#)**
- ❖ Wednesday, May 18<sup>th</sup> 6:00 PM | Muskegon Early College Celebration – MCC Overbrook Theater
- ❖ Saturday, June 4<sup>th</sup> 11 AM – 2 PM | [Community Family Fest](#) – MCC
- ❖ Friday, June 10<sup>th</sup> 8 AM – 2 PM | [Jayhawk Scramble](#) – University Park Golf Course
- ❖ Thursday, September 15, 2016 6-8:30 PM | [Founder's Day](#) - Join us for MCC's 90<sup>th</sup> Birthday Celebration!

### A. President's Report – *President Nesbary*

Dr. Nesbary noted that some of the sessions at the AACC and Ellucian Live conferences were focused on some of the issues discussed at today's meeting. Mike Alstrom and Dr. Nesbary gave a presentation on Recruit and Advise, the programs MCC has in place to help recruit and retain students. MCC was an early adopter of course signals and one of the first three in the nation to use this technology to help retain students, and now there are 25 colleges that have adopted the latest version of that application, Advise, which is very helpful. Ellucian often refers to the successes at MCC when speaking at conferences.

### B. Board Comments

Tonight is the last in a series of *And Justice for All*. Trustee Mullally will be a panelist.

Trustee Frye moved going into closed session to discuss contracts; second.

A roll call vote was taken:

Trustee Frye – Yes

Trustee Mullally – Yes

Vice Chair Osborn – Yes

Trustee Moore – Yes

Chair Crandall – Yes

Trustee Portenga – Yes

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

A roll call vote was taken:

Trustee Frye – Yes

Trustee Mullally – Yes

Vice Chair Osborn – Yes

Trustee Moore – Yes

Chair Crandall – Yes

Trustee Portenga – Yes

Trustee Mullally made a motion to adjourn; second.

With no further business, the meeting was adjourned at 1:55 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd