



## Muskegon Community College

### **BOARD OF TRUSTEES BOARD STUDY SESSION MINUTES May 18, 2015 – 4:00 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 4:12 p.m.

#### 1. Agenda

There were no changes to the agenda.

#### 2. Minutes

- Board Policy Governance Work Session Minutes – April 13, 2015
- Board Study Session Minutes – April 13, 2015
- Board Meeting Minutes – April 15, 2015
- Board Closed Meeting Minutes – April 15, 2015

There were no changes to the work session, study session, or board meeting minutes; the closed session meeting minutes were distributed for review.

#### 3. Public Comments

There were no public comments given.

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

##### A. Budget/Finance

1. Finance Committee Report
2. Treasurer and Financial Reports – Teresa Sturrus & Dan Moore
3. The Board questioned the local grants and donations revenue and expenditures being 2564% higher than budgeted (page 17). Dan Moore directed them to the explanation on page 19 of the Board packet, item 2 – *Local Grants and Donations includes a transfer of funds from the MCC Foundation to MCC for the Science Center project of \$26,000 and other Fundraising donations of \$50,000. Also a \$10,000 transfer to the Arts & Humanities department for a new trailer from Founders Day donations, which occurred in December, along with the receipt of a \$5,000 grant for the STEM talent pool. In addition, there have been various scholarships with incoming donations and none of these donations were budgeted.*

B. Personnel

I. Personnel Committee Report

5. Administrative Reports

A. Academic Affairs – *Teresa Sturuss*

There was nothing additional to report.

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

a. Enrollment – Dr. Selmon reported there is updated enrollment information through today in the enrollment reports included in the board packet. The revised budget had a goal of 1,906 students and is currently 153 students ahead of the revised budget at +8%, and about even with a year ago. Contact hours are 7% over the revised budget or 800 contact hours over for summer. The Fall total headcount is up 12% over a year ago and up 9% in contact hours. The [Strategic Enrollment Management Plan](#) is available for review on the portal and outlines everything Student Services is doing for enrollment.

b. Student Success Completion Agenda

Kelley Conrad summarized the Student Success Update AtD Principles Assessment Survey included in the Board packet.

C. Personnel Report – *Kristine Anderson*

There was nothing additional to report.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

B. Foundation Update – *Vice-Chair Osborn*

Attendees are needed for the Jayhawk Scramble lunch on June 5<sup>th</sup> and information was handed out.

7. Old Business

A. Construction Project Committees – Dr. Selmon summarized the construction project updates. Additionally, MCC has been notified by the EDA that they have made the first cut. Additional information has been requested for the EDA Grant, which is currently being worked on.

- Steering Committee

- i. Science Center

- ii. Health & Wellness Center – four vendors have been interviewed for managed services. A recommendation is included in the May board packet.

- iii. Arts Center

- iv. Downtown Center – Department Chairs are finalizing pieces of the schematic plan and the Board should receive some basic schematics by June or July.

B. Policy Governance – *Chair Crandall*

Policy Governance is moving forward and a final review of everything completed to date will be done next month during the Study Session. The Board will begin working on ends policies, which is anticipated to take 4-6 months. The Board should be in a position to pass a resolution in June to implement policy governance with a July 1, 2015 implementation.

8. New Business

A. Sole Source Purchase Request for Leica Microsystems Student Microscopes and Microscope Cameras – *Teresa Sturris*

This request is to equip the two additional/new science labs with microscopes and camera technology that integrates with the microscopes, allowing additional active learning. The price was questioned – 50 microscopes for the two new/additional labs is \$67k; microscope cameras are about \$30k; and 12 stereo microscopes are approximately \$12,500. This will be partly funded from the budget – \$67k from the old RRR budget, with the remainder from the building project funds. This request will be rewritten for Wednesday's Board meeting, clarifying how much of an expenditure the Board is approving, along with the source(s) of revenue.

B. Sole Source Purchase Request for the Purchase of Food Service and Dish Machine Room Equipment – *Dr. John Selmon*

Gerald Nyland reported the cost is just over \$40k and the money would come from the capital budget (part of the \$160k project). The contractors that are bidding this don't want to install the equipment, so their price should be less and a vendor will be hired to install it, which should offset the general contractor's number and should be within the original budget, which is the goal. Rewrite so know expenditure approving and sources of revenue. This request will be rewritten for Wednesday's Board meeting, clarifying how much of an expenditure the Board is approving, along with the source(s) of revenue.

C. Permission to Seek Quotes for FY2015-2016 Operational and Construction Purchases Pending Budget Approval – *Mike Alstrom*

There will be a tight timeline to acquire and implement the technology for the six labs in the Science Center before the Fall semester. Amounts would be approved as part of the budget approval. It was noted the title reads "permission to seek quotes" and the recommendation reads "permission to purchase" This will be rewritten for Wednesday's Board meeting so it is clear how much the Board is agreeing to spend and where it shows up in the budget. The Board commented they recognize the tight August deadline, before students begin Fall term, and if a special meeting is required for approval, they will get it done.

D. Permission to Seek Quotes and Purchase Remaining Budgeted Technology Life Cycle – *Mike Alstrom*

This is for budgeted purchases that have already been approved as part of the current fiscal year budget and it is preferred this request be completed within the current budget year. It was suggested the recommendation be reworded to read: *It is the recommendation of the President that permission is granted the Office of Information Technology to seek quotes and purchase, so long as it's the lowest bid and so long as it's within the budget, for Budgeted Technology Life Cycle.*

- E. Permission to Appoint Bill Jacobks to Distinguished Faculty Status – *Teresa Sturris*  
Bill Jacobks would be recognized at the Winter Faculty Days, with Carlos Spataro recognized at the Fall Faculty Seminar Days.
- F. Permission to Enter into Contract Negotiations for Health & Wellness Center Managed Services Vendor – *Dr. John Selmon*

The committee has interviewed four vendors for managed services and believes the best representation of what MCC is looking for is Power Wellness of IL. There are many reasons included in this request, but primarily due to their community college experience. Power Wellness gives a complete package and the committee vote was unanimous.

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

10. Announcements

➤ *Wednesday, May 20, 2015 lunch will be in the [Stevenson Center Room 1222](#) and the Board Meeting will be in the [Stevenson Center Lecture Hall Room 1100](#) with “A Day for Me at MCC” [Presentations](#).*

- A. Departmental Updates – *President Nesbary*
- B. President’s Report – *President Nesbary*
- C. Board Comments

Trustee Portenga moved going into closed session to discuss the purchase or possession of property.

A roll call vote was taken:

Trustee Frye – Yes	Trustee Moore – Yes
Trustee Mullally – Yes	Chair Crandall – Yes
Vice Chair Osborn – Yes	Trustee Portenga – Yes

Property acquisition and property purchase were discussed in detail.

Trustee Mullally moved coming out of closed session; second.

A roll call vote was taken:

Trustee Frye – Yes	Trustee Moore – Yes
Trustee Mullally – Yes	Chair Crandall – Yes
Vice Chair Osborn – Yes	Trustee Portenga – Yes

With no further business the meeting was adjourned at 5:38 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd