



Muskegon Community College

BOARD OF TRUSTEES BOARD STUDY SESSION MINUTES June 15, 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 4:01 p.m.

1. Agenda

There were no changes to the agenda.

2. Minutes

- Special Board Closed Meeting Minutes of May 4, 2015 were circulated for review.
- Board Policy Governance Work Session Minutes – May 18, 2015 – there were no changes.
- Board Study Session Minutes – May 18, 2015 – there were no changes.
- Board Closed Session Minutes of May 18, 2015 were circulated for review.
- Board Meeting Minutes – May 20, 2015 – there were no changes.
- Board Closed Session Minutes of May 20, 2015 were circulated for review.

3. Public Comments

There were no public comments.

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

A. Budget/Finance

- I. Treasurer and Financial Reports – *Teresa Sturris & Dan Moore*

B. Personnel

5. Administrative Reports

A. Academic Affairs – *Teresa Sturris*

Teresa noted the retirement letter emailed to the Board from Pam Brown.

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

- a. Enrollment – Fall 2015 enrollment is looking good.
- b. Student Success Completion Agenda – Dr. Selmon highlighted page 35 and discussed the AtD coaches visit. Additional information was distributed related to the fast track math and fast track English, and the board would like to see data/reports on how these programs are working.

C. Personnel Report – *Kristine Anderson*

6. Business Non Operational

- A. MCCA Report – Trustee Oakes directed the board to the MCCA reports forwarded by email from Dr. Nesbary, as well as Bill Lievens's monthly report.

The Board appreciates that Pam Brown testified in Lansing supporting community colleges offering 4-year degrees.

- B. Foundation Update – *Vice-Chair Osborn*

The Jayhawk Scramble was the most successful yet, raising nearly \$16,000 and up 16% from last year. The FMCC is looking for silent auction items and selling tickets for Founder's Day.

7. Old Business

- A. Construction Project Committees – Dr. John Selmon

- Steering Committee

- i. Science Center – the Science Center is on target to be up and functional by July 17th.
- ii. Health & Wellness Center – there were 11 responses to the RFP for architectural services. The top five will be interviewed on June 26th and a recommendation will be presented to the Board in July.
- iii. Arts Center – the Art Center Committee met today and is looking at releasing an RFP in July. Additional information will be provided to the Board in July.
- iv. Downtown Center – some very preliminary renderings are available.

- It's time to order all of the equipment with the \$4.1 MEDC Grant. A lot of the pieces are over \$25,000 with several being sole source. All sole source items will be identified for the Board. The state will also have to approve the list of items to be purchased.

- B. Policy Governance – *Chair Crandall (see Appendix A at the end of the board packet)*

8. New Business

- A. Proposed Tuition and Fee Increases – *Teresa Sturris*

- B. Proposed Course Fee Increases – *Teresa Sturris*

- C. Proposed Infrastructure Fee – *Teresa Sturris*

- D. Public Hearing and Adoption of Budget (Wednesday, June 17) – *Teresa Sturris*

- E. New Veteran Policy Compliance Language Related to In-State Tuition – Dr. John Selmon introduced Eli Fox who discussed the details of this request.

- F. Personnel Ratification of Appointments – Department Chairs, Extra Contractual Assignments and Adjuncts – *Teresa Sturris*

- The amount listed for Dennis Helmus will be verified for Wednesday's Board meeting; the amount currently listed appears to be an error.
- Dr. Nesbary is working with MCC's lawyer regarding what information board's receive related to personnel, whom they approve, and what, if anything, is required by law. Of the 19 colleges who responded thus far, only two have board involvement.

- G. Permission to Adopt Coaches Salary Table – *Teresa Sturrus*
There were no additional questions.
- H. APS Staff Salary Increase – *Dr. Nesbary*
There were no additional questions.
- I. Personnel Appointment – Full Time Director of Finance – *Kristine Anderson*
Kristine discussed the candidate and there were no additional questions.
- J. Personnel Appointment – Full Time Respiratory Therapy Faculty – *Kristine Anderson*
Kristine discussed the candidate and there were no additional questions.
- K. Permission to Post Full-Time Director of Nursing / Instructor – Nursing Department – *Kristine Anderson*
There are a lot of accreditation needs and with Pam Brown retiring and leaving in December, MCC wants to make sure the person hired has enough time to train and understand the programs. This will be posted internally initially and then possibly externally.
- L. Approval of Enrollment Services Application Software/CRM – *Dr. John Selmon*
The selection process used by the committee was discussed.
- M. Approval of FMCC Naming Opportunities for Philanthropic Recognition – *Tina Dee*
Tina Dee discussed this in further detail and answered questions.
- N. Resolution Authorizing EDA Grant Submission – *Teresa Sturrus*
Teresa Sturrus explained that since our match has changed and is higher, the EDA asked us to authorize this again. They also want to authorize Dr. Nesbary as the person to authorize and sign any of the grant documents.

Dr. Selmon noted that a sole source purchase request for the purchase of Biofit GGT Series Armorseat Stools for the Life Science Center labs and the renovation labs will be on the agenda for Wednesday. This purchase will be made from the bond money.

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

The Board reviewed and edited the Executive Limitations portion of the new Policy Governance Policy Manual. A resolution will be created for Wednesday's Board meeting indicating the Board agrees to move forward with Policy Governance, effective July 1, 2015, consisting of the Governance Process, the Delegation of Authority, and the Executive Limitations and they will continue to work on the Ends in the coming months.

10. Announcements

- A. Departmental Updates – *President Nesbary*
- B. Board Comments
- C. Appendix A – Policy Governance Worksheet

Trustee Mullally moved going into closed session to discuss property acquisition and contract negotiations; second.

A roll call vote was taken:

Trustee Frye – Yes

Trustee Mullally – Yes

Trustee Osborn – Yes

Trustee Oakes – Yes

Trustee Moore – Yes

Trustee Crandall – Yes

Trustee Portenga – Yes

Trustee Mullally moved going out of closed session; second.

A roll call vote was taken:

Trustee Frye – Yes

Trustee Mullally – Yes

Trustee Osborn – Yes

Trustee Oakes – Yes

Trustee Moore – Yes

Trustee Crandall – Yes

Trustee Portenga – Yes

Trustee Oakes moved to adjourn the meeting; second. With no further business, the meeting was adjourned at 6:10 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd