



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES July 15, 2020 – 12:30 p.m.

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 12:31 p.m.

1. Agenda – Trustee Frye moved approval of the Agenda; second.
A roll call vote was taken:

Chair Osborn – Yes
Trustee Frye – Yes
Trustee Crandall – Yes
Trustee Portenga – Yes

Vice Chair Mullally – Yes
Trustee Moore – Yes
Trustee Oakes – Yes

2. Minutes

Trustee Oakes moved approval of the Board Study Session Minutes of June 8, 2020; second. A roll call vote was taken:

Chair Osborn – Yes
Trustee Frye – Yes
Trustee Crandall – Yes
Trustee Portenga – Yes

Vice Chair Mullally – Yes
Trustee Moore – Yes
Trustee Oakes – Yes

Vice Chair Mullally moved approval of the Board Meeting Minutes of June 17, 2020; second. Trustee Crandall shared that he was very pleased with the quality of the minutes from the last Board of Trustees Meetings stating they accurately captured the essence of the meeting and conversations. A roll call vote was taken:

Chair Osborn – Yes
Trustee Frye – Yes
Trustee Crandall – Yes
Trustee Portenga – Yes

Vice Chair Mullally – Yes
Trustee Moore – Yes
Trustee Oakes – Yes

Trustee Frye moved approval of the Board Closed Session Minutes of June 17, 2020; second. A roll call vote was taken:

Chair Osborn – Yes
Trustee Frye – Yes
Trustee Crandall – Yes
Trustee Portenga – Yes

Vice Chair Mullally – Yes
Trustee Moore – Yes
Trustee Oakes – Yes

3. Public Comments and Presentations

- Roger Rapoport shared they are hiring Phil Balducci & Associates as the planner for the Lakeshore Fitness Center project. Anyone interested in contacting the planner with questions or ideas is encouraged to do so.
- Pete Bosheff shared that the Friends of the Lakeshore Fitness Center group has reached out to the facebook group “Reopen the Fitness Center” encouraging them to join the Friends. They have interacted and have some positive forward motion. Speaking on behalf of himself, not the Friends Group, he believes the short-term RFP is very clear in scope with a clear list of deliverables.

4. Trustee Portenga moved approval of the Consent Agenda; second. A roll call vote was taken.

Chair Osborn – Yes
Trustee Frye – Yes
Trustee Crandall – Yes
Trustee Portenga – Yes

Vice Chair Mullally – Yes
Trustee Moore – Yes
Trustee Oakes – Yes

A. Budget/Finance

I. Financial Reports – *Ken Long*

B. Required Approvals – *Chair Osborn*

5. Administrative Reports

A. President’s Report – *Dr. Nesbary*

- Dr. Nesbary shared the Governor’s State of Emergency has been extended to August 11, 2020. MCC’s re-opening plan for August 24 has been presented to the Board of Trustees. Fifty percent of courses offered by the college for Fall semester are currently online or hybrid; however, additional courses are moving online with the changing landscape of COVID-19. These actions protect our students, faculty, staff and community.
- Vice President of Academic Affairs, Kelley Conrad will not be reporting today as she is currently on furlough.
- The Department of Homeland Security has rescinded the policy that would have required international students to take in-person classes. This is good news as MCC has a number of international students that would have been impacted.
- CARES Act awards continue to be distributed to support MCC students.

- Dr. Nesbary welcomed Steve Wilson as MCC's new Chief Information Officer. He also thanked Rachel Stewart for filling in during this meeting in place of Cindy DeBoef while she is on furlough.
- Dr. Nesbary has been in many meetings in the last few weeks and shared that all organizations are dealing with the same issues as MCC, no matter the industry, everyone is dealing with funding shortfalls. While these are difficult times, we are moving forward. He thanked faculty, staff, the Board, and community members for their help in moving forward during these times.
- Trustee Frye asked about the pandemic information being developed and shared. She would like more information in a timely manner for planning as people in the community are asking what is going on with the college. Dr. Nesbary shared that this information is being posted on the website and to the portal.

B. Student Success Report – Dr. John Selmon

1. Enrollment
2. Student Success Completion Agenda

Dr. Selmon highlighted the Enrollment Report included in the Board Packet. MCC is down 21.7% in enrollment from last year, but showing some positive increases since June. Marketing efforts are pushing enrollment and the largest effort for retention currently underway is the calling campaign. Forty-five staff members are making calls to students, and all employees are making enrollment a priority during this time.

The Student Success Development Teams continued efforts for the Pathways initiative will help students identify their plan from the beginning to the end of their academic career.

C. Personnel Report – Kristine Anderson reported the campus is in Phase 3 of the Re-Opening Plan. Face-to-face classes currently taking place are primarily health-related or hands on applied tech such as welding. Daily health screenings continue for all employees on campus.

Five employees accepted the Voluntary Early Retirement Re-Offer: Tim Norris, Jean Roberts, Carol Neal, Donna Warner, and Joyce Piggee. A presentation and celebration will take place in the near future.

Working on financial issues, furloughs are happening this summer with over 100 employees participating.

Trustee Crandall asked about the status of faculty participating in the furlough. Kristine responded that the Faculty Association is in the voting process of a preliminary agreement.

6. Business Non Operational

- A. MCCA Report – Trustee Crandall had nothing to report from the MCCA today. He will be sharing an editorial article titled “Thinking about Risk in the Era of COVID” for those who are interested.

- B. Foundation Update – Ken Long reported the Foundation Board held a meeting on July 8, their first meeting since March. The Foundation Board approved about \$10k in grants funding to be used for the Emergency Fund for students. There are a number of students who are not eligible for CARES Act funds, and the FMCC Board is hoping these funds may support those students. An anonymous donor also made a \$10k donation to support these efforts. With this donation, hot spots and webcams have already been acquired to assist students. Ken shared it is good that some people still have the capacity and desire to give.

At the August Board meeting, Ken will present quarterly financial updates on the College and FMCC as of June 30, 2020.

Chair Osborn also shared a donor has contributed grant funds to help students for the Pathways Program.

7. Old Business

Dr. Selmon shared the FARM project rendering. December is still the anticipated date for completion. Last week work began on the foundation for the building. Construction will take a short break and then pre-casts for the building structure will begin on August 10.

8. New Business

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

A. Policy Updates

- B. Future Agenda Items – Chair Osborn reminded the board to share any future agenda items.

Chair Osborn noted that along with the quarterly financials, the President's evaluation would also take place in August. Trustee Crandall shared that the President will put together a report for the board to explain how he has managed the objectives and executive limitations of the college. There is not a specific tool for evaluation other than that, as described in the Policy Governance Manual.

10. Announcements

A. Board Comments

Chair Osborn congratulated those who accepted the Early Retirements and thanked Rachel Stewart for her assistance for this meeting.

Vice Chair Mullally stated that it has been a pleasure working with Ann Oakes all these years and he is sad to see her go but wished her well. Chair Osborn added that Trustee Oakes would be leaving the board at the end of the 2020 year, not running for re-election, and thanked her for her service.

Trustee Portenga stated that the board would celebrate Trustee Oakes soon. He thanked Candy Pickard and the entire IT Department for all the great work they do assisting for these meetings. He also thanked those that put the RFP together for the short term so quickly, stating it was very well done. Chair Osborn shared a

reminder that the short-term RFP for the Lakeshore Fitness Center is due July 24th and the long term RFP will be issued on August 14, 2020. She also welcomed Dr. Steven Wilson back to MCC as the new CIO.

Dr. Nesbary requested the Board go into closed session to discuss property acquisition.

Trustee Portenga moved going into Closed Session to discuss property acquisition; second. A roll call vote was taken:

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

Property acquisition was discussed.

Trustee Oakes moved the Board go out of Closed Session; second. A roll call vote was taken:

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

Trustee Crandall moved to adjourn the meeting; second. With no further business, the meeting was adjourned.

Minutes submitted by Secretary Nancy Frye.

/csd

ANNUAL BOARD CALENDAR

MONTH	ITEM	COMMENTS
1 st Quarter of the Fiscal Year	Governance Entrance Conference with Auditors	Two or three trustees meet with the auditors.
August	<i>Quarterly Financial Review</i>	
September	Local Strategic Value Resolution	
October	<i>Quarterly Financial Review</i>	
	2017-2022 Strategic Plan Annual Progress Report	